1999

1999 - 2000 : Part - Time Courses

Dublin Institute of Technology

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PART-TIME COURSES
1999-2000
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FOREWORD

This directory provides details of over 250 courses which the Dublin Institute of Technology offers to students wishing to undertake part-time study.

Since the establishment of the first of our colleges in Kevin Street in 1887 there has been a special commitment to part-time education and over the years many thousands of people have benefited from the wide range of courses that has been developed. Today some 10,000 part-time students are enrolled in the Dublin Institute of Technology which is by far the largest provision being made in this area by any Irish Higher Education Institution.

We are very aware of the rapid pace of technological change and the need for people to keep abreast of new developments or prepare for new career directions. We are, of course, also very much aware of the challenges facing all of us with a new century just around the corner. Part-time study is a route being taken by more and more people to enhance their qualifications or to develop new skills.

I hope that you will find a course that is of interest to you in the Institute. If not, you might contact the appropriate school/department associated with the broad discipline area and make them aware of your area of interest or needs. We are anxious to respond as comprehensively as possible to demands having regard to available resources and many of our present courses were developed in response to expressions of interest. Enquiries from employers, professional bodies and other groups are also welcomed in this context.

If you do decide to pursue a course of part-time study in Dublin Institute of Technology I hope that you will both enjoy and benefit from your time with us.

Dr. Brendan Goldsmith.
President.
STUDENT INFORMATION

DIT Opening Hours:
DIT Centres are open each weekday from 9 a.m. Closing times and Saturday times may vary. Students should contact the relevant Centre for details.

Parking:
There is on-street parking adjacent to most DIT centres. The location of public car parks is shown on the city map on the back cover of this Directory. Students should check carefully in advance the opening/closing times of these car-parks.

Bus Routes:
DIT Cathal Brugha Street – Nearest point: O'Connell Street – any city centre route.
DIT Rathmines House – Nearest point: Rathmines Road. Routes 14, 14A, 15, 15A, 15B, 47, 47A, 47B.

Library Facilities:
Each DIT centre has its own comprehensive library facility and total collections are at present in excess of 10,000 items. All the DIT libraries operate a book security system to protect their collections. Part-time students will be supplied with student cards to enable them to use the library to borrow books and to avail of inter-library loans. Library staff are always available and willing to help students find information.

First Aid:
A First Aid service is available when DIT centres are open (except Adelaide Road). Students should check locally for details.

Students’ Union Shops:
Each centre has a Students’ Union shop where students may purchase stationery, confectionery, soft drinks etc. These shops are conveniently located and remain open until 8 p.m. each evening when evening classes are scheduled.

Photocopying:
Students may avail of photocopying facilities by using a special photocopying card. These cards may be purchased from vending machines in DIT libraries.

Restaurants:
Hot meals are served until 6:30 p.m. each evening and snacks are
available from 7 - 9 p.m. in most DIT Centres.

**Computer facilities:**
Computer facilities are available for students each Saturday during term time in some DIT Centres. Students should check locally.

**Chaplaincy:**
The chaplains form an integral part of life in the Institute. Their work is primarily one of pastoral care. The Chaplaincy is ecumenical and is directed to all who work in the Institute. One of the principal aims of the Chaplaincy is to encourage the integration of personal, social and spiritual development with academic effort and achievement. The chaplains are easily contacted at their rooms in each centre and students are welcome to call on them at any time.

**Counselling Service:**
The DIT Student Counselling Service is a confidential service staffed by a team of Counselling Psychologists with an office in each of the DIT centres. The Counselling Service aims to help students to identify and solve any difficulties, large and small, that might interfere with academic and personal development. Some of the issues that a student might talk to a counsellor about would include social/personal difficulties, financial worries, study worries, to name but a few. However, you don’t have to have enormous problems before you talk to a counsellor. In addition to individual counselling, the service offers a variety of workshop/training seminars in such areas as study skills, stress management, communication skills etc. Students can make an appointment by telephoning the central office or by making direct local contact with the counsellor.

**Applicants with disabilities:**
The Dublin Institute of Technology is an equal opportunities institution and welcomes applications from students with disabilities. The Institute makes every effort to provide facilities, where possible, to facilitate access and participation. It is recommended that students contact the Disability Liaison Officer well in advance of application, outlining any particular facility or support which they may need in the course of their studies.

**Telephones:**
Each DIT centre is equipped with a number of pay phones and card-phones. The porter’s office can provide information on location.

**Emergencies:**
In the case of an emergency evacuation of a DIT building, students will be required to make their way to designated assembly points. These will be clearly signposted in each centre and students should familiarise themselves with the location of these points.
Tuition Fees:
The Institute will accept payment in both punts and euros. Approximate euro equivalents are included in each course entry.

Tax Relief on Tuition Fees:
The Finance Act 1996 introduced tax relief for fees paid in respect of approved part-time third level courses. The applicable conditions are set out in a booklet published by the Department of Education and Science, "Third Level Student Support". A list of approved courses may be obtained from the Revenue Commissioners. Enquiries regarding a specific course should be directed to the finance office at Dublin Institute of Technology, Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2.
STUDENT REGULATIONS

All students are required to observe, in addition to the laws of the State, the regulations of the Institute as amended from time to time by Governing Body.

Registration:
1. The application and enrolment dates for courses offered in the Institute shall be as published annually by the Institute.
2. Fees must be paid in full on enrolment and before admission to class or guaranteed by a grant awarding body.
3. Intending students should note the entry requirements for admission to the various courses. Before acceptance of an application for admission to classes or courses, the applicant may be required to attend for interview and the Institute must be satisfied as to his/her ability to benefit from the proposed classes or course. Approval in this respect must be endorsed on the enrolment form by the designated Institute authority. The Institute may require an applicant to pass an entrance test and/or a suitability test before admitting him/her to any class or course.
4. Only in exceptional circumstances and subject to the additional payment of a late fee will applicants be admitted after the enrolment date as referred to in 1.
5. The sole proof of enrolment in any class or course in the Institute is the Bank Giro Receipt or Official Receipt for the class or course fees paid. Lecturers are authorised to refuse admission to classes of students who do not show their Bank Giro Receipt or Official Receipt if requested to do so.
6. Fees are not refundable except where a class or course does not form.
7. Students will be issued with an Identity Card annually. For this purpose and for the Institute records students must provide, at their own expense, three copies of a recent photograph (not returnable) of passport type and size. Where Identity Cards have been lost or are no longer usable, the Institute should be informed as soon as possible and three copies of a recent photograph must again be provided as in the case of first enrolment. Students should note that an appropriate charge will be made for replacement of Identity Cards. The Identity Card is the property of the Institute and may be demanded by the Institute or its officers or agents at any time. Students are, therefore, required to carry their Identity Cards with them while in the Institute or whenever they may be required to identify themselves as students of the Institute.
8. The onus is on the student to notify change of address or place of employment as appropriate, to the Faculty Administrator immediately.
9. Academic Council may approve changes to courses and to assessment regulations, including examination regulations, which will come into effect in the following academic year. The relevant students will be given notice of any such changes.

10. A Director, or his/her designate, may change the day and time of any class and may cancel classes where the enrolment or attendance is considered inadequate. If for some reason a lecturer cannot attend, classes may be cancelled without notice.

11. No exchange of classes may be made after enrolment without the written consent of the relevant Director.

12. The onus is on the student to notify the Faculty Administrator immediately in writing in the event of their withdrawing from the course for any reason. A student's future entitlement to the free fees may be jeopardised if he/she fails to do so.

**Overseas Students:**

1. Admissions criteria are set out by course. EU students who hold equivalent qualifications are considered on an equal basis to Irish students.

2. Other foreign students must present suitable qualifications which the Institute judges to be equivalent to the required Irish qualifications.

3. No application will be accepted from overseas applicants for admission to part-time day or evening courses unless they are resident in the country.

**Student Discipline:**

1. Students are expected to participate in the Institute activities in a manner conducive to establishing a sound educational atmosphere.

2. Any student engaging in or causing disruption of a legitimate Institute activity may be suspended by the Director, from the Institute.

3. Students must at all times obey the lawful instructions of lecturers and other members of the Institute staff who are responsible for the maintenance of good order.

4. Infringement of the Student Regulations, misconduct in any of the premises or grounds comprising the Institute or outside of the premises of the Institute may lead to suspension by the Director of the student or students concerned.

5. Students are liable for the cost of repair or replacement of Institute property maliciously or negligently damaged by them.

6. Students are not allowed to smoke in the Institute except in areas designated for smoking.

7. Mobile phones, personal stereos, etc. must be switched off, and may not be used, within classrooms and examination halls.

8. The President reserves the right to expel at any time any student whose conduct is in serious breach of the regulations.
Only Institute societies and clubs may advertise in the Institute. Students may only display posters and notices on the designated notice boards with the permission of the relevant Faculty Administrator.

10. Student groups wishing to hold meetings in the Institute should make application in advance and receive permission of the relevant Faculty Administrator before such meetings take place.

11(a). Alcoholic drink may not be brought into the building or grounds of the Institute without the prior permission of the relevant Director.

11(b). Drugs, other than those medically prescribed for the bearer's personal use, may not be brought into the buildings or grounds of the Institute.

12(a). Items left on Institute property are left entirely at the owner's risk. The Institute accepts no responsibility for any loss, damage to or theft of such items, however caused.

12(b). Students are forbidden to park cars/bicycles/motor cycles except in such places as they are authorised to do so from time to time. Use of parking areas is at the sole risk of the user in all respects and neither the Institute, its servants or agents accept liability for any loss, damage or injury to persons, vehicles, accessories or contents however caused.

13. The Faculty Administrator must be consulted in advance if Institute Organisations or Student Unions propose to arrange parades, collections, demonstrations or any other activities of this kind, using the name of the Dublin Institute of Technology. Approval is given on the understanding that relevant bye-laws and such conditions as are set down by the Institute are understood and will be observed. Notice to the appropriate public authorities, where required, should be arranged well in advance.

Individual students participating in the name of the Institute in any activity outside the Institute remain subject to the general regulation that students conduct shall not bring the Institute into disrepute.

14. An appeal by a student against a decision on disciplinary matters may be made by the student through the Director/Secretary’s office to the Disciplinary Appeals Board of the Institute. The Board shall comprise a membership as follows:
   
   (i) Chairman of the Institute or a member acting on the Governing Body and nominated by the Chairman;
   
   (ii) The Director/Secretary of the Institute;
   
   (iii) A Director nominated by the President;
   
   (iv) A Student Representative nominated by the President.

**Attendance:**

1. Students shall attend all assessments as set out in the
Institute’s General Assessment Regulations and in the appropriate Course Document.

2. Students must provide themselves with such books, instruments and equipment (including special clothing) as their classes may, in the opinion of the Institute, require. Safety precautions, and such other regulations as the work of the Institute may require, must be observed as prescribed.

3. Students are required to keep such notebooks and record books, and to undertake and submit by the dates specified such course work and assignments as specified by members of the teaching staff. Failure in this respect may lead to suspension or expulsion.

4. Apprentices should note that details of employment and the attendance of all apprentices enrolled in release courses are made available to the relevant authority and employer.

**Sexual Harassment:**

Students must behave in accordance with the Institute’s Policy on Preventing and Dealing with Sexual Harassment (October 1995). Sexual harassment during the course of work, study or any other activity in the Institute will not be tolerated. Other forms of harassment of a sectarian, racial or bullying nature are equally unacceptable.

Essential features in this area are that the behaviour is unwanted by the recipient and would be regarded as harassment by any reasonable person.

**Data Protection:**

The Institute is registered as a ‘data controller’ under the Data Protection Act 1988. All students are required to comply with the requirements of the Act.

**Photocopying and Copyright:**

All users of the Institute’s photocopying equipment are required to comply with the provisions of the Copyright Act 1963 (as amended) when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and to the Institute’s disciplinary procedures.

**Computer Programmes/Usage of Computer Resources:**

All users of the Institute’s computing equipment must strictly observe the requirements of all ‘site licenses’ and any other regulations regarding the use and/or copying of computer programmes. Failure to comply may expose the person to civil liability and to the Institute’s disciplinary procedures.

Users must not physically damage or deface any computer, ancillary equipment, documentation or related materials.
Library Regulations:

1. All registered staff and students of the Dublin Institute of Technology are entitled to use library services. Other categories of user may be admitted according to the DIT library policy on external readers. The Institute reserves the right to refuse admission to the library.

2. All users must have a current DIT identity card or library card, which must be produced when borrowing library materials, and at any other time on request.

3. The person registered on the ID card or Library card is responsible for all material borrowed on that card. ID cards and Library cards are not transferable. Lost or stolen cards should be reported immediately to the Faculty Office which issued the card.

4. All materials borrowed from the library must be returned by the due date and time. Borrowers with overdue material may not be permitted to borrow additional items, or renew other items, until such time as all overdue items are returned. Fines may be levied on overdue items.

5. Users are liable for the cost of replacement or repair of all material lost, damaged or defaced by them while in their possession or while on loan to them.

6. Unauthorised removal or attempted removal of any item from the library will be regarded by the Institute as a serious offence.

7. Library users must refrain from behaviour which would cause a disturbance to other users. The library is a study area and noise must be kept to a minimum.

8. Smoking, eating and drinking in the library are forbidden, and users should not bring food and/or drink into the library.

9. Mobile phones, personal stereos, etc. must be switched off, and may not be used, within the library.

10. All users of the Institute’s photocopying equipment are required to comply with the provisions of the Copyright Act 1963 (as amended) when making photocopies from material which enjoys copyright protection. Failure to comply may expose the person to potential civil liability and to the Institute’s disciplinary procedures.

11. Items left on Institute property are left entirely at the owner’s risk. The Institute accepts no responsibility for any loss, damage to or theft of such items, howsoever caused.

12. Breach of these regulations may lead to disciplinary procedures, including those specified in the Institute Student Regulations, being invoked.

13. Library staff are authorised to take appropriate action to ensure that all library users comply with these regulations. Users are required to comply with directions from library staff. Users are required to co-operate fully with any requests made by any member of the library staff to allow the items in the
possession of the user to be inspected, and failure to render such co-operation will be regarded as a serious offence.

**Assessment Regulations:**
The Assessment Regulations, including examination regulations and appeals, are contained in the Institute's General Assessment Regulations, approved by Academic Council in June 1998.

*Approved by Governing Body – 28th August 1998*
Faculty of Applied Arts

FACULTY DIRECTOR
Dr. Ellen Hazelkorn

TELEPHONE
(01) 402 3465

FAX
(01) 402 3487

E-MAIL:
facultyarts@dit.ie
## Part-Time Courses in the Faculty of Applied Arts

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BSc MANAGEMENT LAW

This course provides a relevant knowledge of the law as it applies to the management function. The course will enable managers and others to respond competently to the complex needs of organisations.

Year I

Course No. 5111
Sources and Classification of Law
Economics
Management - Principles and Systems
Business Organisation
Business Accounting
Administration of the Law
Constitutional Law - Personal and Property Rights
Business Environment
Management Information Systems

Year II

Course No. 5121
Law of Contract 2
Law of Torts 1
Basic Laws and Structures of the EU
Marketing
European Law
Law of Torts 2
Company Law
Financial Management.

Year III

Course No. 5131
Employment Law 1
Management of Human Resources
Information Technology
Employment Law 2/Administrative Law
Law and Practice of Taxation
Operations Management or Marketing.

Year IV

Course No. 5141
Commercial Law
Business Policy
Project
Management of Change.
Entry Requirements: Applicants should be at least 23 years old and have a Leaving Certificate with passes in not less than six subjects, two of which should be at Grade C3 or better on higher level papers. Mature students with a satisfactory level of education and relevant business experience are welcome to apply.

Duration: The course is offered over four years. The academic year is divided into two semesters. The usual lecture schedule is Monday and Tuesday evenings in years 1, 2, 3 and 4.

How to Apply/Enrol: An application form is available from the School Secretary, School of Accounting and Finance, DIT Aungier Street, Dublin 2. Completed application forms should be returned not later than Tuesday 31st August 1999.

Enrolment will take place in DIT Aungier Street on Monday 6th September 1999 from 6.00-8.00 pm.

Late applicants may be considered should vacancies still remain in September.

Course Fee: Years 1 – 4: £733 (£931) per year, payable by Bank Giro. You will be given a Bank Giro form when you enrol.

Examinations: Examinations are held at the end of each semester. Holders of approved third level or professional qualifications may be granted exemptions on a subject-for-subject basis in years one and two.

Award: Students will be eligible for the award of BSc Management Law of Dublin Institute of Technology.

Career Opportunities: Law affects manufacturing, commercial activities, distribution, banking, the public sector, and trades unions. It involves many aspects of life and leaves virtually no area of commercial and industrial activity untouched.

Further Information: The School Secretary.
Tel: 01 402 3097
Fax: 01 402 3003
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

Location: DIT Aungier Street.
MA IN MEDIA STUDIES

In recent years there has been an explosion of interest in the workings and influence of the media. There has been an unprecedented demand from those seeking to study and work in media-related fields. This course provides an ideal foundation for those interested in the theoretical study of the media, and who wish to explore such questions as the centrality of media to contemporary life, the convergence of economic, technological and political forces in media, as well as the symbolic richness of today's media cultures. The MA in Media Studies provides a basis for the critical understanding, analysis and evaluation of communication processes and their implications for contemporary Irish society. It is a course particularly suited to teachers interested in developing their knowledge of media studies, to media professionals who would like to acquire a critical and academic overview of media industries or to students interested in pursuing postgraduate research in the area of media.

A one-week Forum held in late January each year provides an opportunity for media students to broaden their horizons and engage in discussion and exchange of ideas with students on the other MA courses offered by the Faculty of Applied Arts.

**Content:**

**Year 1:** Core module in media studies, television drama, media policy, representation in the media and film studies. Practical skills in radio, print journalism, video and multimedia production.

**Year 2:** Research methods and dissertation module, media education, media and contemporary culture.

**Entry Requirements:** Entry is open to holders of an honours degree or equivalent in diverse disciplines.

**Duration:** Two years, part-time.

**How to Apply/Enrol:** Contact the DIT Postgraduate Office for application details and forms.

**Course Fee:**
- EU nationals: £770 ($978) per year including capitation.
- Non-EU nationals: £2,551 ($3241) per year including capitation.

**Examinations:** A 20,000 word dissertation to be completed over the summer following semester four. There are semester exams and coursework assessment in each subject area. Practical modules are assessed by assignments.
Gradduates of the course are eligible for the award of MA in Media Studies of Dublin Institute of Technology.

The course is designed for anyone with a general interest in the field of media and communications wishing to pursue academic research in the area. It is particularly suited to educationalists and persons interested in teaching media studies.

Mr. Brian O'Neill,
School of Media,
DIT Aungier Street,
Dublin 2, Ireland.
Tel: 353 1 402 3219
Fax: 353 1 402 3003
Email: boneil@dit.ie
Web: http://www.dit.ie

or

Office of Graduate Studies and Research,
Dublin Institute of Technology,
Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2, Ireland.
Tel: 353 1 402 3437
Fax: 353 1 402 3393
Email: postgraduate@dit.ie
Web: http://www.dit.ie/ditweb/.

DIT Aungier Street and/or DIT Rathmines.
DIPLOMA IN LEGAL STUDIES

Description: This course provides students with an educational programme in law.

Content: The course covers six core areas of law in two stages: constitutional, contract, criminal, company, property and tort.

Entry Requirements: Preference is normally given to applicants who:
- a) have a Leaving Certificate with five passes or equivalent,
- b) are at least 20 years old,
- c) are in employment.

Mature students with satisfactory education and relevant experience are welcome to apply.

Duration: The course extends over two years.

How to Apply/Enrol: Applications and enrolments take place in DIT Aungier Street from 6.00-8.00 pm. as follows: Stage A on Thursday, 7th September 1999, and Stage B will be by postal enrolment. Late applications will be considered should vacancies still remain.

Course Fee: Stage A and B £431 (€517).

Examinations: Examinations are held annually in May/June.

Award: Students who successfully complete the course are awarded the Diploma in Legal Studies of Dublin Institute of Technology.

Career Opportunities: This course is useful for anyone who seeks a comprehensive understanding of Irish law. Students may find it a useful preparation for the examination of the Law Society of Ireland. Graduates of the course may wish to enrol for further study on the BSc Management Law programme.

Further Information: The School Secretary,
Tel: 01 402 3097
Fax: 01 402 3003
Web: http://www.dit.ie

or
Bruce Carolan,
Head, Department of Legal Studies.
Email: bruce.carolan@dit.ie.
Web: http://www.dit.ie

Location: DIT Aungier Street.
CERTIFICATE IN THE LAW OF THE EUROPEAN UNION

Description: This course examines the legal, economic, socio-political background and policies of European Union membership. It explains the structure and power of the community institutions and the impact of European Union legislation and policies on Ireland.

Content: Students are introduced to various aspects of EU Law and institutions.

Entry Requirements: Applicants should have a Leaving Certificate or equivalent. Mature students with relevant experience are welcome to apply.

Duration: The course extends over one year. Classes are held on Tuesday evenings.

How to Apply/Enrol: Enrolments will be held on Thursday, 9th September 1999 in DIT Aungier Street from 6.00-8.00 pm. Late applications will be considered should vacancies still remain.

Course Fee: £317 (€402).

Examinations: Examinations are held annually in May/June.

Award: Students who successfully complete this course are awarded a Certificate in Law of the European Union of Dublin Institute of Technology.

Career Opportunities: Successful students may choose to extend their legal knowledge and enrol on the BSc Management Law programme.

Further Information: The School Secretary
Tel: 01 402 3097
Fax: 01 402 3003

or
Bruce Carolan,
Head, Department of Legal Studies.
E-mail: bruce.carolan@dit.ie.
Web: http://www.dit.ie

Location: DIT Aungier Street.
POSTGRADUATE DIPLOMA IN CRIMINOLOGICAL STUDIES

This course provides multi-disciplinary training for people who seek a deeper understanding of crime and society. Graduates will attain knowledge of state institutions that comprise the criminal justice system, law and jurisprudence and research methods relevant to criminological studies.

Lectures are provided in the following areas:
- Constitutional and jurisprudential concepts
- Criminal law
- The history of both criminological and penological issues
- The logic of inquiry.

Candidates will also submit a thesis in partial fulfilment of their course.

Open to degree holders or equivalent. The course is particularly useful to people working in areas relevant to criminology, e.g. gardaí, prison officers, journalists, social workers etc.

Two years, part-time.

Contact the DIT Postgraduate Office for application details and forms.

EU nationals: £570 (€724) per year including capitation.
Non-EU nationals: £2,551 (€3241) per year including capitation.

Graduates of the course are eligible for the Postgraduate Diploma in Criminological Studies of Dublin Institute of Technology.

This course enhances the career prospects of all those concerned with the criminal justice system (e.g. gardaí, prison officers and social workers) as well as lawyers and media journalists.

Ms. Noirin Hayes,
School of Social Science,
DIT Rathmines House,
Rathmines Road, Dublin 6, Ireland.
Tel: 353 1 402 3455
Fax: 353 1 402 3003
E-mail: noirin.hayes@dit.ie
Web: http://www.hayes@dit.ie

or

Dr. Teresa Lee,
Office of Graduate Studies and Research,
Dublin Institute of Technology,
Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2, Ireland.
Tel: 353 1 402 3437
Fax: 353 1 402 3393
Email: postgraduate@dit.ie
Web: http://www.dit.ie/ditweb/.

DIT Rathmines House.
B180

BOOK AND ARCHIVE RESTORATION

Description: To explore the necessary skills required to restore books/archives.

Content: Repair and presentation of books and documents. Care of manuscripts and archives.

Duration: One year, one evening per week.

How to Apply/Enrol: Enrolments take place in DIT Bolton Street from 6.30-8.30 pm as follows: Monday 6th – Thursday 9th September 1999. Late applications will be considered should vacancies still remain. Suitable for those employed in hand binderies, libraries, archives and local records offices.

Course Fee: £265 (€336)

Examinations: None.

Career Opportunities: Advancement in the care of books, manuscripts and archives.

Further Information: The Secretary, Department of Printing, Tel: 01 402 3629 Fax: 01 402 3990 E-mail: facultyarts@dit.ie Web: http://www.dit.ie

Location: DIT Bolton Street.
INTRODUCTION TO PRINTING TECHNOLOGY

To give administration staff in the printing graphics industries an understanding of requisite technology.

Pre-press technology
Printing technology
Print finishing technology
Materials and calculations.

Entry Requirements:
Irish Leaving Certificate (or equivalent) or acceptable industrial experience.

Duration:
One year, one evening per week.

How to Apply/Enrol:
Enrolments take place in DIT Bolton Street from 6.30-8.30 pm as follows: Monday 6th – Thursday 9th September 1999. Late applications will be considered should vacancies still remain.

Suitable for those seeking to be accepted as candidates for:

a) Estimating examination of BPIF.
b) Printing Offices Procedure examination of BPIF.

Course Fee:
£265 (£336)

Examinations:
Two written papers.

Award:
Certificate in Printing Technology (British Printing Industries Federation).

Career Opportunities:
Office administration in the printing and graphic industries.

Further Information:
The Secretary,
Department of Printing.
Tel: 01 402 3629
Fax: 01 402 3990
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

Location:
DIT Bolton Street.
ESTIMATING FOR PRINTERS

Description: To give students an understanding of the practice of estimating in graphic communications.


Entry Requirements:
a) Irish Leaving Certificate (or equivalent), or
b) acceptable industrial experience, or
c) introduction to Printing Technology examination of BPIF.

Duration: One year, one evening per week.

How to Apply/Enrol:
Enrolments take place in DIT Bolton Street from 6.30-8.30 pm as follows: Monday 6th – Thursday 9th September 1999. Late applications will be considered should vacancies still remain.

Course Fee: £265 (€336)

Examinations: Two written papers.


Career Opportunities: The Secretary,
Department of Printing.
Tel: 01 402 3629
Fax: 01 402 3990
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

Further Information:

Location: DIT Bolton Street.
PAPER TECHNOLOGY

To give students an understanding of the manufacture of paper and paper products.

**Year 1:** Manufacturing materials
- Manufacturing process
- Print Production Technology.

**Year 2:** Marketing
- Administration.

Irish Leaving Certificate (or equivalent) or acceptable industrial experience.

Two years, one evening per week.

Call in person and complete an application form.

£265 (€336)

One written paper each year.

**Diploma in Paper Trading Technology** awarded by the Institute of Paper.

Marketing and administration in the paper and printing industries.

The Secretary,
Department of Printing.
Tel: 01 402 3629
Fax: 01 402 3990
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

DIT Bolton Street.
B187

**Description:**

**Content:**

**Year 1:** Preparation for Design Ideas
- Basic Graphic Design
- Preparation for Design
- Design for Production
- Drawn Illustration Techniques.

**Year 2:** Digital Image Reproduction
- Going to Print
- Computer Publishing Systems
- Create and Maintain Effective Working Relationships
- Multimedia.

**Entry Requirements:**

Irish Leaving Certificate (or equivalent) or acceptable industrial experience or Department of Education and Science Senior Certificate in a graphic art subject or equivalent.

**Duration:**

Two years, two evenings per week (cyclical course).

**How to Apply/Enrol:**

Enrolments take place in DIT Bolton Street from 6.30pm – 8.30pm from Monday 6 to Thursday 9 September 1999. Late applications will be considered should vacancies still remain.

**Course Fee:**

£380 (€482)

**Examinations:**

Five examinations each year.

**Award:**

**Graphic Design for Production**, City and Guilds of London Institute.

**Career Opportunities:**

Layout and Production in the graphic design and print industries.

**Further Information:**

The Secretary,
Department of Printing,
Tel: 353 1 402 3629
Fax: 353 1 402 3990
Email: facultyarts@dit.ie
Web: http://www.dit.ie

**Location:**

DIT Bolton Street.
BOOKBINDING AND PRINT FINISHING RETRAINING

To upgrade the skills of practising bookbinders.

Materials, technology, operations.

Employment in the printing industry.

One year, one evening per week.

Enrolments take place in DIT Bolton Street from 6.30-8.30 pm as follows: Monday 6th – Thursday 9th September 1999. Late applications will be considered should vacancies still remain.

Suitable for those seeking to upgrade their knowledge of print finishing operations.

£265 (€336)

Progression in Print Finishing industry.

The Secretary,
Department of Printing.
Tel: 01 402 3629
Fax: 01 402 3990
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

DIT Bolton Street.
LITHOGRAPHY AND PHOTOLITHOGRAPHY RETRAINING

Description: To offer second chance learning facilities to printers needing skills in photolithography.

Content: Feeding mechanism, damping systems, platemaking/planning and press operations.

Entry Requirements: Employment in the printing industry.

Duration: Ten weeks, two evenings per week.

How to Apply/Enrol: Enrolments take place in DIT Bolton Street from 6.30-8.30 pm as follows: Monday 6th – Thursday 9th September 1999. Late applications will be considered should vacancies still remain. Suitable for those engaged in small scale operations.

Course Fee: £265 (€336)

Career Opportunities: Introduction to offset lithography technology.

Further Information: The Secretary, Department of Printing.
Tel: 01 402 3629
Fax: 01 402 3990
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

Location: DIT Bolton Street.
**ADVANCED LITHOGRAPHIC PRINTING AND PLATEMAKING**

To facilitate experienced photolithographers in upgrading their skills.

Large scale press operation, single/multiple units, process colour, ink/ink mixing.

A full apprenticeship, employment in the industry or completion of course B192.

Ten weeks, two evenings per week.

Enrolments take place in DIT Bolton Street from 6.30-8.30 pm as follows: Monday 6th – Thursday 9th September 1999. Late applications will be considered should vacancies still remain.

£265 (€336)

Progression to large scale printing technology.

The Secretary,  
Department of Printing.  
Tel: 01 402 3629  
Fax: 01 402 3990  
E-mail: facultyarts@dit.ie  
Web: http://www.dit.ie

DIT Bolton Street.

**DESKTOP PUBLISHING**

To give students a knowledge of Desktop Publishing using Quark Xpress.

Typographic design, hardware/software, printing technology.

Basic keyboarding skills.

Ten weeks, two evenings per week.

Call in person and complete an application form. Suitable for those seeking training in Desktop Publishing techniques.

£265 (€336).

Desktop Publishing operator.

The Secretary,  
Department of Printing.  
Tel: 01 402 3629  
Fax: 01 402 3990  
E-mail: facultyarts@dit.ie  
Web: http://www.dit.ie

DIT Bolton Street.
B198 DECK TOP GRAPHICS

Description: Explore in depth the practice of Desk Top Publishing

Content: Adobe Illustrator, Photoshop software, Apple Mac hardware.

Entry Requirements:
   a) Keyboarding skills, and
   b) Experience in industry, or
   c) Completion of course number B197.

Duration: Ten weeks, two evenings per week.

How to Apply/Enrol:
Enrolments take place in DIT Bolton Street from 6.30-8.30 pm as follows: Monday 6th – Thursday 9th September 1999. Late applications will be considered should vacancies still remain. Suitable for those seeking training in Advanced Desk Top Publishing techniques.

Course Fee: £380 (£482)

Career Opportunities: Progression in Desk Top Publishing field.

Further Information:
The Secretary, Department of Printing.
Tel: 01 402 3629
Fax: 01 402 3990
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

Location: DIT Bolton Street.
COURSE IN CREATIVE DRAMA – LEVEL I

This is a one year evening course in creative drama, successful completion of which will lead to a certificate of attendance of Dublin Institute of Technology. This course will run subject to demand.

The course offers a unique opportunity for people to gain new insights and new skills in the areas of personal development and group relationships. Experience in the field of creative drama brings people in touch with play, improvisation, group interaction and creative problem solving. In addition to this the participants will be taught to use the skills they have developed to facilitate their various client groups. While the creative drama course will consist mainly of practical and experiential work, there will also be an important theoretical aspect included.

One year. Attendance: Tuesday evenings (3 hours).

The course is intended primarily for Social Care Workers, Youth and Community Workers and for those who work in the caring professions generally.

Applicants may be required to attend for interview.

£265 (£336)

Application forms can be obtained by sending a stamped self-addressed envelope (22cm x 11cm) to:

Secretary, School of Social Sciences,
Dublin Institute of Technology,
Rathmines House, 143-149 Lower Rathmines Road,
Rathmines, Dublin 6.
Tel: 01 402 3464
Fax: 01 402 3499

Completed application forms should be submitted to the School Secretary by 27th August 1999. The number of places on the course is limited.

Enrolment will take place on the first night of class.

This course is assessed by continuous assessment.

Certificate of attendance of Dublin Institute of Technology.

This course will extend the skills of students in the area of creative drama and its application.

The School Secretary.
Tel: 01 402 3464
Fax: 01 402 3499
E-mail: facultvarts@dit.ie
Web: http://www.dit.ie

DIT Rathmines House.
COURSE IN CREATIVE DRAMA – LEVEL II

Description: This one year evening course is a continuation of the Level I course. Successful completion of the course will lead to a certificate of Continuing Professional Development of Dublin Institute of Technology. This course will run subject to demand.

Content: The aims of this course are to enable participants to:
1. Meet together to share drama ‘successes’ and ‘failures’ at work.
2. Re-experience drama for themselves.
3. Gain more insight into the value and application of drama in their work. Acquire new skills.
4. Introduce the basics of drama therapy.

Duration: One year, three hours per week (one evening). Students will be required to attend on three Saturdays.

Entry Requirements: This course is open to students who passed Level I Course in Creative Drama; Social Care Workers who trained at the School of Social Sciences (Dublin Institute of Technology) or others with equivalent experience in creative drama.

Course Fee: £265 (€336)

How to Apply/Enrol: An application form is included with this publication. Completed application forms must be returned to the School of Social Sciences, Rathmines House, 143 to 149 Lower Rathmines Road, Rathmines, Dublin 6, before Friday 27th August 1999.

Examinations: This course is assessed by continuous assessment.

Award: Certificate of Continuing Professional Development of Dublin Institute of Technology.

Career Opportunities: This course will extend the skills of students in the area of creative drama and its application.

Further Information: The School Secretary.
Tel. 01 402 3464
Fax: 01 402 3499
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

Location: DIT Rathmines House.
TEACHERS’ CERTIFICATE IN THIRD LEVEL EDUCATION

Further and Adult Education Teachers’ Certificate – City and Guilds of London Ref: 7307.

Description:

The course deals with the psychology of learning, educational planning and methodology, assessment, communication skills, creation of learning opportunities, curriculum development, audio visual aids, adult learning. Video equipment will be used so that students can study and discuss their own performance with their tutor. This course will run subject to demand.

Content:

The course is divided into two parts, Stage 1 and Stage 2. Students will be visited for assessment of teaching practice by College Tutors during their own timetable teaching hours.

**Stage 1** is an introductory course comprising a minimum of 40 contact hours of lectures. Its aim is to provide the student with an understanding of the essential elements of effective performances in the classroom and other educational settings.

**Stage 2** is a development and extension of Stage 1 in which all the aspects of the course are dealt with in much greater depth. Stage 2 entails a minimum attendance of 140 hours of lectures, seminars and tutorials. To proceed to Stage II students must complete Stage I or equivalent.

All students must have opportunities for teaching practice and a number of these hours must be supervised.

Duration:

Stage 1: 10 Weeks) February 2000 to April 2000.

Entry Requirements:

Applicants must have teaching hours in third level colleges or be training youth/adults in hospitals, community workshops, industry etc. A minimum involvement of two hours teaching per week is essential.

This is a part-time in-service course intended for teachers or those aspiring to teach in third level colleges and for tutors, instructors etc. in hospitals and industry.

Course Fee:

Stage I: IR£265 (€336)
Stage II: IR£265 (€336) plus City and Guilds of London Institute examination fees.
An application form can be obtained from DIT, Rathmines House, Rathmines Road, Dublin 6. Completed application forms must be returned before Friday, 27th August 1999.

Applicants are also required to provide the following information on a separate sheet:

1. Number of years teaching experience with details
2. Name, address and phone number of Institute where they are currently teaching.
3. Copy of their individual timetable
4. Subjects and level of student taught (e.g. Post-Leaving Certificate, Youthreach, third level etc.)
5. Any course in education or teaching attended and the duration of the course.

Attendance:
Stage 1: Mondays 5.45 p.m. to 9.15 p.m. with one Friday evening session and one Saturday morning session. Classes will be held in Rathmines House, Rathmines Road, Dublin 6.

Stage 2: Mondays 5.30 p.m. to 9.00 p.m., with agreed Friday evening and Saturday morning sessions.

Enrolment will take place on the first night of class.

Examinations: Examination is by continuous assessment.

Award: A Certificate is awarded by the City and Guilds of London Institute to those who have satisfactorily completed the course work and teaching practice. (City and Guilds 7307).

Career Opportunities: Opportunity to move into the area of teaching.

Further Information:
The School Secretary,
School of Social Sciences.
Tel: 01 402 3464
Fax: 01 402 3499
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

Location: DIT Rathmines House.
DIPLOMA IN EARLY CHILDHOOD CARE AND EDUCATION (IN-SERVICE COURSE)

This is a course offered on a part-time basis over two years. Students will attend College two afternoons/evenings per week. This course will run subject to demand.

Organisation and Management; Assessment and Management of Children; Comparative Studies; Counselling Skills; Curriculum; Working with Families; Developmental Play; Research.

2 years part-time, two afternoons/evenings per week (Monday and Wednesday).

It is envisaged that the majority of applicants will hold the two year full-time Dublin Institute of Technology Certificate in Early Childhood Care and Education. However, applications from other qualified people in the field will be considered. Applicants holding qualifications other than the Certificate in Early Childhood Care and Education will be required to submit documentation of qualifications and education/training. (A minimum of one year's relevant experience i.e. working in a pre-school, day centre etc. is also required).

The course is designed for experienced staff who are interested in acquiring organisational/managerial skills and deepening their knowledge of early education. It takes account of the increased emphasis on family involvement by pre-school staff.

£431 (€547).

Selection for the course will be made on the basis of an interview which will be held in the College in June. The number of places is limited.

Application forms can be obtained by sending a self-addressed stamped envelope (22cm x 11cm) to the following address:

The School Secretary,
School of Social Sciences,
DIT Rathmines House,
143-149 Lower Rathmines Road,
Rathmines, Dublin 6.
Tel: 01 402 3464
Fax: 01 402 3499

Completed application forms should be returned no later than 27th August 1999.

Enrolment will take place on the first evening of class.
Examinations: Written examination at year end and continuous assessment.

Award: Diploma in Early Childhood Care and Education of Dublin Institute of Technology will be awarded to those who have completed the course and course work satisfactorily and have passed the relevant examinations.

Career Opportunities: Career advancement in the area of early childhood care and education.

Further Information: The School Secretary. Tel: 01 402 3464 Fax: 01 402 3499 E-mail: facultyarts@dit.ie Web: http://www.dit.ie

Location: DIT Rathmines House.
DIPLOMA IN TRANSLATION

A course in translation techniques and practice leading to the Diploma in Translation offered by the Institute of Linguists Education Trust.

Theory of translation and practice in translation techniques into and out of the foreign language.

Either (a) A university degree in French, German, Spanish or Italian

or

(b) A recognised equivalent qualification.

One year. Two evenings per week, 6.00 to 8.00 pm.

Application should be made directly to:
School of Languages.
Tel: +353 1 402 4673.

£515 (€654).

Students may sit the external Diploma in Translation examination offered by Institute of Linguists Trust, London.

Diploma in Translation, Institute of Linguists Trust, London.

The Diploma in Translation is a professional qualification in translation with international recognition. Successful candidates may find full-time or part-time employment as professional translators.

The School Secretary,
School of Languages.
Tel: +353 1 402 4673
Fax: +353 1 402 4987
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

DIT Kevin Street.
M550

CERTIFICATE IN DESIGN (INTERIOR)

NEXT INTAKE – SEPTEMBER 2002

Description: A comprehensive overview of Interior Design and Decoration, especially for those who wish to establish a professional foundation in Interior Design and extremely helpful to people involved in planning alterations to domestic or commercial properties.

Content: This course is exhaustive in its range and quality of subjects.
- Design Principles
- Colour and Materials
- History of Design
- Layout, Drafting, Planning, Rendering and Graphic Techniques
- Lighting
- Furniture
- Fabrics and Textiles
- Outdoor/Indoor connections
- Technology and Construction Methods
- Building Regulations and Building Services
- Model Making and Photography.

Entry Requirements: Irish Leaving Certificate with at least five subjects at Grade D3 on Ordinary Level papers
or an acceptable equivalent standard of education
and a good portfolio of Art and Design work.
Final selection is by means of interview and is subject to assessment of academic achievement where competition occurs.

Duration: Three years.
Three evenings and one whole day per week.

How to Apply/Enrol: The next first year intake to this course will be in September 2002 subject to demand (intake every third year only). Places on this course are allocated in order of enrolment. Please contact the School of Art and Design in 2002 to obtain application and enrolment details.

Examinations: Assessment: Continuous Project work in both major and minor subjects. Research and written work in History of Architecture and Interior Design.

Award: Certificate in Design – Interior of Dublin Institute of Technology.
Further Information:
The Secretary,  
School of Art, Design and Printing.  
Tel: 01 402 4138  
Fax: 01 402 4297  
E-mail: facultyarts@dit.ie  
Web: http://www.dit.ie  
DIT Mountjoy Square.
MA IN DESIGN IN DIGITAL MEDIA

Description:
This course addresses the needs of a growing and dynamic design and publishing industry. It meets the educational and training needs for creative, technical and managerial personnel for both conventional print and electronic media. The course trains people capable of combining practical/creative expertise with critical appraisal of visual communication. Creative concept development featuring the effective use of visual images and text, the identification and selection of appropriate delivery options and media liaison are necessary skills for professionals in this area and the course develops these skills.

A one week Forum held in late January each year provides an opportunity for students to broaden their horizons and engage in discussion and exchange of ideas with students on the other MA courses offered by the Faculty of Applied Arts.

Content:

Professional Practice: Digital imaging; electronic publishing/multimedia; pre press and print processes; project management.

Contextual Studies: Design and concept development; media law; research methodology.

Critical Theory: Images and vision; media philosophy; representation.

Major project – Award of Postgraduate Diploma
Dissertation – Award of Master of Arts.

Entry Requirements:
Applicants are required to have an Honours Degree in a relevant discipline. They should possess the skills required for further training relevant to the digital design and publishing industry including the visual arts, marketing, communication design and management, print and electronic publishing. Selected applicants may be required to attend for interview.

Duration:
The course runs part-time over two years. Students attend two evenings per week for three hours each evening. In addition to this, field trips, weekend seminars and special workshops are held. The course commences in early October each year. The total number of learning hours for the two year part time programme is 1,800 hours. This is made up of 345 taught hours and 1,455 independent learning hours.

How to Apply/Enrol:
Contact the DIT Postgraduate Office for application details and forms.
Course Fee:
EU Nationals: £920 (€1169) per year including capitation.
Non-EU Nationals: £2,551 (€3241) per year including capitation.

Explanation:
Assessment includes a major project and dissertation, written papers, essays, case studies, seminar presentation, production tasks and projects.

Career Opportunities:
Graduates of this course are eligible for the award of MA in Design in Digital Media of Dublin Institute of Technology.

Opportunities can be found in the areas of marketing, advertising, publishing and communication industry, media and promotion coordinators, marketing and public relations. Graduates may wish to pursue further education and training in digital media.

Mr. Michael Crotty,
School of Art, Design and Printing,
DIT Mountjoy Square,
Dublin 1, Ireland.
Tel: 353 1 402 4243
Fax: 353 1 402 4297
Email: crotty@iol.ie
Web: http://www.dit.ie

or

Dr. Teresa Lee,
Office of Graduate Studies and Research,
Dublin Institute of Technology,
Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2, Ireland.
Tel: 353 1 402 3437
Fax: 353 1 402 3393
Email: postgraduate@dit.ie
Web: http://www.dit.ie

Location:
Primarily in the Photography and Digital Imaging Studio,
31 East Essex Street, Dublin 2.
LIFE DRAWING AND PAINTING

Description: A wonderful opportunity to develop a high competency in drawing in its many forms. The first ten weeks concentrate on various explorations in tone and line based on objects and the model from life while the second half of the course, also of ten weeks, emphasises colour in drawing or acrylic painting. The professional tuition provided will guide the drawing and painting student – of whatever initial standard – to a thorough and more complete understanding of the fundamentals and subtleties of these pictorial artforms.

Content: The various stages in the process of life drawing will be studied in close detail. Structure, setting, proportion, anatomy, light and shadow, are some of the areas that will be covered. Individual preferences and intrinsic ways of drawing will be encouraged. Different drawing media such as charcoal, pencil, chalk and wax crayon will be thoroughly explored. During the second semester the student will be encouraged to translate their knowledge into a choice of their preference, either as a continuation of drawing in colour or as paint using acrylic.

The emphasis on the course will be on a studio-based practical application of skills to facilitate, in particular, students of the craft of painting but will also deal with other approaches.

Entry Requirements: Irish Leaving Certificate or similar.


How to Apply/Enrol: Students may enrol for the course at DIT Mountjoy Square, from Monday 6th September to Thursday 9th September and Monday 13th September to Thursday 16th September 1999 from 6.00-8.00 pm. Places on this course are allocated in order of enrolment.

Course Fee: £255 (€298)

Further Information: The Secretary, School of Art, Design and Printing. Tel: 01 402 4138 Fax: 01 402 4297 E-mail: facultyarts@dit.ie Web: http://www.dit.ie

Location: DIT Portland Row.
PHOTOGRAPHY AND ADVERTISING GRAPHICS

The perfect course for acquiring in a short time a proficiency in the basics of photography. It is particularly geared in a practical and studio-based way towards those wishing to learn how photography is used in the preparation of advertisements.

The study of both disciplines makes for a dynamic pairing.

The course is divided into two sections:

A. Basic photography
   - Darkroom techniques
   - Different uses of the camera.

B. Application of above techniques
   - Preparation of design and advertising layout.

Irish Leaving Certificate.

10 Weeks.
Tuesday evening, 6.30 - 8.30 pm.
Available Autumn and Winter.

Students may enrol for the course at DIT Mountjoy Square, from Monday 6th September to Thursday 9th September, and Monday 13th September to Thursday 16th September 1999 from 6.00-8.00 pm. Places on this course are allocated in order of enrolment.

£120 (€152). Fee payable by Bank Giro issued on enrolment.

The Secretary,
School of Art, Design and Printing.
Tel: 01 402 4138
Fax: 01 402 4297
E-mail: faculty.arts@dit.ie
Web: http://www.dit.ie

DIT Mountjoy Square.
M560 DISPLAY DESIGN

Description: A unique opportunity to develop a comprehensive overview of Display Design, especially for those who wish to establish a professional foundation in Practical Display and extremely helpful to people involved in running retail outlets.

Content:
- Display Principles
- Colour and Materials
- Covering of Props
- Lighting
- Styling of Mannequins
- Visual Merchandising.

The emphasis on the course will be on a studio-based practical application of display skills to facilitate the use of personal merchandise and props.

Entry Requirements: Irish Leaving Certificate.

Duration: 10 Weeks.
Tuesday evening, 7.30 - 9.30 pm.
Available Autumn and Winter.

How to Apply/Enrol:
Students may enrol for the course at DIT Mountjoy Square, from Monday 6th September to Thursday 9th September, and Monday 13th September to Thursday 16th September 1999 from 6.00-8.00 pm.

Places on this course are allocated in order of enrolment.

Course Fee: £120 (€152). Fee payable by Bank Giro issued on enrolment.

Further Information:
The Secretary,
School of Art, Design and Printing,
Tel: 01 402 4138
Fax: 01 402 4297
E-mail: facultyarts@dit.ie
Web: http://www.dit.ie

Location: DIT Mountjoy Square.
VOCAL, INSTRUMENTAL, DRAMA AND MUSICIANSHIP TUITION

The Conservatory of Music and Drama at DIT offers individual and/or class tuition in vocal, instrumental, drama and musicianship studies. Students attend a weekly individual lesson, a musicianship class at the appropriate level and study for internal grade examinations (Initial to Diploma levels). They also attend an ensemble class (orchestra, band or choir, etc.) and perform at Conservatory concerts. Entry is by audition/interview.

Applications are sought from young talented instrumentalists and vocalists. Scholarships, on the basis of talent and/or financial need are available for piano, strings, wind, brass, and voice. They cover tuition fees for one year.

Individual Instrumental/Vocal Tuition:

Piano, Organ, Accompaniment, Harpsichord, Church Organ, Violin, Viola, Violoncello, Double Bass, Flute, Oboe, Clarinet, Bassoon, Trumpet, French Horn, Trombone, Tuba, Percussion, Irish Harp, Concert Harp, Classical Guitar, Recorder, Euphonium, Saxophone, Jazz Trumpet, Jazz Trombone, Singing, Speech and Drama, Repetiteur, External Diploma.

Students attend a weekly individual lesson, a musicianship class at the appropriate level, and study for internal grade examinations (Initial to Diploma levels). They are also required to participate in an ensemble class (orchestra, choir, band etc) and perform at Conservatory concerts.

Class Tuition:

Piano (Beginners), Violin (Beginners), Jazz Improvisation, Lieder, French Song, Oratorio, Opera, Treble (Boys), Stagecraft (Adult) (3 hours), Junior Drama, Treble (Boys), Junior Workshop, Musicianship (Adult), External Diploma, Leaving Certificate (2 year option or 1 year repeat option), Junior Certificate, Pre-Instrumental.

Half hour €250 (€317); One hour €480 (€609).

The Administration Office
Dublin Institute of Technology
Faculty of Applied Arts
Conservatory of Music and Drama
Adelaide Road, Dublin 2
Tel: 01 402 3552/3553
Fax: (01) 402 3555
Email: Facultyarts@dit.ie
Web:http://www.dit.ie
DIT Adelaide Road.
Faculty of The Built Environment

FACULTY DIRECTOR
Mr. John Ratcliffe

TELEPHONE
(01) 402 3000

FAX
(01) 402 3699
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CONSTRUCTION TECHNOLOGY CERTIFICATE/DIPLOMA

The course is designed to meet the needs of those pursuing a career at technical/managerial level in the construction industry.

**First Year:** Building materials and science, construction technology, financial management, mathematics.

**Second Year:** Land surveying, construction technology, financial management, computing, quantity surveying, contract law and economics.

**Third Year:** Estimating and tendering, construction technology, quantity surveying, law of tort, economics, computing, land surveying.

**Fourth Year:** Building management, construction technology, quantity surveying, contract administration.

Four years part-time, one full day and two or three evenings per week.

**Entry Requirements:**

a) Irish Leaving Certificate with passes in five subjects including Mathematics and either Irish or English OR equivalent qualifications OR Senior Trade Certificate.

b) Appropriate employment in the construction industry.

c) Letter of guarantee of release for the appropriate day from the student's employer.

**How to Apply/Enrol:**

Postal application taken on enclosed form for those intending to pursue a career at technical/managerial level in the construction industry.

**Course Fee:**

£431 (£547) per annum (including examination fees).

**Examinations:**

One to two written papers per subject plus continuous assessment.

**Award:**

Certificate after successfully completing three years, Diploma after successfully completing the fourth year awarded by The Dublin Institute of Technology.

**Career Opportunities:**

Various opportunities usual within building, contracting and sub-contracting organisations.

**Further Information:**

Mr. Bernard Skelton, The Department of Surveying and Building Technology.
Tel: 01 402 3677

**Location:**

DIT Bolton Street.
CONSTRUCTION ECONOMICS AND MANAGEMENT
DIPLOMA/DEGREE

Description:
To educate the student for a career as a professional quantity surveyor or in related areas in the construction industry.

Content:
1st year: Construction Studies 1 (Construction Technology; Building Science and Materials); Land Surveying; Quantity Surveying Studies 1 (Tender Documentation; Professional Development); Financial Studies 1 (Quantitative Methods); Construction Law 1; Information Technology.

2nd year: Construction Studies 2 (Construction Technology); Quantity Surveying Studies 2 (Tender Documentation; Estimating and Tendering); Financial Studies 1 (Financial Management); Construction Law 2; Information Technology.

3rd year: Construction Studies 2 (Building Services; Structures); Quantity Surveying Studies 2 (Tender Documentation); Construction Economics 1; Financial Studies 2 (Quantitative Methods); Construction Management 1; Information Technology.

4th year: Construction Studies 3 (Construction Technology); Quantity Surveying Practice 1 (Tender Documentation; Contract Administration); Construction Economics 2; Financial Studies 2 (Financial Management); Construction Management 2; Construction Law 3; Information Technology.

5th year: Construction Studies 3 (Civil Engineering Technology; Building Services); Development Project; Quantity Surveying Practice 1 (Cost and Value Management; Tender Documentation); Construction Economics 3; Financial Studies 3 (Financial Management); Information Technology.

6th year: Quantity Surveying Practice 2 (Cost and Value Management; Tender Documentation); Construction Economics 4; Construction Administration and Management; Student Organised Seminars; Undergraduate Thesis; Information Technology.

Entry Requirements
a) Irish Leaving Certificate with passes in six subjects, including Mathematics and either Irish or English. At least two of the subjects must be at Grade C3 or better on higher level papers OR equivalent qualifications. Holders of the Construction Technology Diploma (distinction or merit) OR a suitable N.C.E.A. Diploma (distinction or merit) may apply for entry to the fourth year of the course

and

b) Appropriate employment with a professional Q.S. or in a relevant area in the construction industry.

Duration:
Six years part-time – one full day and two evenings per week.
Postal applications taken on enclosed form for those intending to pursue a career as a professional Q.S. or in a related area in the construction industry.

Course Fee: £753 (€931) per year (including examination fees).

Examinations: One to three written papers per subject plus continuous assessment.

Award: BSc (Surveying) of Dublin Institute of Technology.

Career Opportunities: Opportunities for employment as a professional Q.S. or as a contractor's Q.S. or in other managerial positions within the construction industry.

Further Information:

Mr. Bernard Skelton, Department of Surveying and Building Technology.
Tel. 01 402 3677

Location: DIT Bolton Street.
MSc IN PLANNING AND DEVELOPMENT

Description:
This two-year, part-time course provides the educational requirements for practice as a Planning and Development Surveyor. It also serves the purpose of broadening the knowledge and skill base of professionals working in the built environment field.

Content:
Valuations, law, urban land economics, taxation and rating, building technology and management, principles and techniques of planning, planning and development policies, practice and procedures, finance and investment, site visits and a dissertation.

Entry Requirements:
Entry to holders of a recognised professional qualification in planning, architecture, surveying, engineering, law, accountancy of an appropriate honours degree, and three years suitable work experience in the built environment field.

Duration:
Two years part-time. The course requires attendance for eight hours weekly (normally 1.30 pm to 9.30 pm on Mondays) over two academic years concluding with the submission of the dissertation on the last day of September of the second year.

How to Apply/Enrol:
This course commences every second year. The next first year intake will be in September 2000.

Course Fee:
£1,270 (€1613) per year (including examination fee).

Examinations:
Formal written examinations at the conclusion of each academic year in addition to project work and a dissertation.

Award:
Graduates of the course are eligible for the award of MSc in Planning and Development of Dublin Institute of Technology.

Career Opportunities:
Application has been made to the Society of Chartered Surveyors/Royal Institution of Chartered Surveyors for recognition of the course as fulfilling the academic requirements for membership of the Society and Institution. The postgraduate diploma course from which the masters course has been developed enjoyed this recognition.
Further Information:
Ms. Yvonne McGlynn,
Faculty of the Built Environment,
DIT Bolton Street, Dublin 1, Ireland.
Tel: 353 1 402 3612
Fax: 353 1 402 3999
Email: Yvonne McGlynn@dit.ie
or
Office of Graduate Studies and Research,
Dublin Institute of Technology,
Fitzwilliam House,
30 Upper Pembroke Street, Dublin 2, Ireland,
Tel: 353 1 402 3400 Fax: 353 1 402 3393
E-mail: postgraduate@dit.ie
Web: http://www.dit.ie/ditweb/.

Location:
DIT Bolton Street.
DESKTOP CARTOGRAPHY – VISUALISING GIS DATA

This course gives a broad knowledge of the principles and processes in the application of desktop computer graphics technology to the production of high quality colour maps. The course is of direct relevance to individuals or organisations using GIS to generate data, and who wish to visualise and present this data to its maximum potential.

The course consists of a series of lectures, and a comprehensive series of practical exercises.

Topics covered:
The cartographic process within a GIS environment
Categories of maps
Map design
Colour, text, and digital formats
Information sources and data generation
Artwork creation and processing
Proofing and printing
Copyright issues
Guest lecture
Course evaluation and presentation.

Practical exercise programme:
Tutorial: Adobe Illustrator
Tutorial: Adobe Photoshop
Tutorial: Adobe Acrobat
Process: Scanning
Process: On-screen digitising
Process: Tablet digitising
Application: Map assembly
Application: Map assembly
Application: Map assembly
Finishing.

Entry Requirements:
Irish Leaving Certificate or equivalent, together with a working knowledge of Microsoft Windows.

Duration:
Ten weeks consisting of one evening per week.

How to Apply/Enrol:
Postal application on the enclosed form.

Course Fee:
£265 (€336)

Examinations:
A practical task will be undertaken at the end of the course.

Award:
Dublin Institute of Technology Certificate of Completion. Three ECTS credit points (subject to course validation).
Further Information:
Department of Geomatics,
Faculty of the Built Environment.
Tel. 01 402 3676
DIT Bolton Street.
GIS – GEOGRAPHICAL INFORMATION SYSTEMS

The course objective is to provide background theoretical knowledge to those who are working in this challenging discipline but may not have a formal qualification in GIS.

On completion of the course, it is envisaged that the student will understand the concepts and principles that underlie standard GIS operations; be familiar with methods of data capture together with their sources of error; have a working knowledge of database technology; appreciate the modelling and analysis possibilities offered by GIS and be aware of management issues concerning the use of GIS.

The course is divided into six modules as follows:

**Module 1: Introduction to GIS**
Overview of GIS; Components of a GIS; Historical development and evolution of GIS.

**Module 2: Data Acquisition and Management**
Sources of spatial and non spatial data; Georeferencing systems; the National Grid; Digitising, scanning, conversion and editing; Data quality and error modelling; Standards for transfer of digital data.

**Module 3: Spatial Relationships and Database Structures.**
Spatial objects and relationships; Data models, topological models; vector and raster representation; Database technology.

**Module 4: Manipulation and Analysis.**
GIS analysis functions – reclassification, overlay, interpolation.

**Module 5: Applications for GIS**
General applications; Specific applications (in conjunction with practical laboratory work).

**Module 6: Other Related Issues**
GIS design, administration and system planning; Legal aspects; Cost-benefit analysis; Future of GIS; The Internet.

**Practical Exercise Programme**
Appropriate practical exercises will be undertaken using both raster and vector systems. Students will have the opportunity to use a variety of advanced data capture systems.

**Entry Requirements:**
Candidates should normally possess an appropriate third level qualification. However consideration will be given to mature candidates with relevant practical experience.
Candidates should ideally be working in the GIS or a related industry.
Duration: Twenty weeks lectures/practical work consisting of one evening per week.

Course Fee: £265 (€336)

Examinations: Assessment based on course project work.

Award: On completion of the course the student will be awarded a Dublin Institute of Technology Certificate of Completion. An ECTS (European Credit Rating System) rating is applicable to this course.

Further Information: Secretary, Department of Surveying. Tel: 01 402 3676

Location: DIT Bolton Street.
GPS – THE GLOBAL POSITIONING SYSTEM

The Global Positioning System (GPS) is a satellite-based position-fixing system employing state-of-the-art technology. Areas of application range from recreational navigation and data capture for GIS to precise positioning for geodetic surveying. This course is designed to cover both the theoretical principles and the practical use of GPS in a variety of application modes. “Hands-on” experience of observing and processing GPS data will be a significant aspect of the course. The emphasis of the course will be on survey grade GPS.

The course is divided into three modules as follows:

Module 1: Autonomous GPS – Position fixing at the 20m level of accuracy
Overview and development of the system; basic principles; applications theory of pseudo-ranging; features and use of hand-held GPS receivers; sources of error; introduction to coordinate systems and transformations; alternative positioning systems.

Module 2: GPS for GIS – Position fixing at the 1m level of accuracy
Principles of DGPS; sources of differential signals; data collection for GIS applications; processing of observations.

Module 3: Survey grade GPS – Position fixing at the 1cm level of accuracy
Coordinate systems and transformations in greater detail; survey grade receivers in static and kinematic modes of operation – data collection and processing; heighting with GPS; survey control network design and adjustment; working with the Ordnance Survey GPS control network.

Practical Exercise Programme:
- Observing and processing data using a hand-held GPS receiver
- Observing and processing data for a GIS database
- Establishing a survey control network using GPS
- Topographical surveying using Kinematic GPS.

Entry Requirements:
The successful student should have an understanding of survey theory and practise and would ideally be working in a survey-related discipline.

Duration:
Ten weeks consisting of one evening per week and two Saturday mornings.

Course fee:
£265 (£336)
Examinations:
Assessment based on course project work.
Award:

Dublin Institute of Technology Certificate of Completion, and a European Credit Transfer Rating (ECTS).

Career Opportunities:

GPS is becoming an ever more important technology in the fields of surveying and spatial data gathering. Enhanced career options and opportunities can be expected for the successful student.

Further Information:

Secretary, Department of Surveying and Building Technology.
Tel: 01 402 3676

Location:

DIT Bolton Street.
B102

**DECORATIVE PLASTER WORK**

**Description:**
To provide the participants with the necessary knowledge and skills to produce and fix decorative plasterwork to various dimensions and designs.

**Content:**
Squeeze making, profile preparation and production, running moulds, casting centre pieces, casting and fixing cornices, rubber mould production, in-situ cornices, repairs to existing plasterwork.

**Entry Requirements:**
Knowledge of plastering and construction.

**Duration:**
Thirty weeks. One evening (three hours) per week.

**How to Apply/Enrol:**
People interested in plasterwork should contact:
Mr Joseph Lawlor, (Assistant Department Head in charge).

**Course Fee:**
£265 (€336)

**Career Opportunities:**
Advancement in the plasterwork industry.

**Further Information:**
Department of Building Trades.
Tel: 01 402 4018

**Location:**
DIT Bolton Street.

B104

**VISUAL DESIGN IN BUILDING WORK**

**Description:**
This course is designed to give craftspersons an opportunity to study colour, texture, pattern and broken colour work in building.

**Content:**
The effects of colour, light, pattern and texture on architectural form and character.

**Entry Requirements:**
Senior Trade Certificate of the Department of Education and Science in an appropriate trade or an equivalent qualification.

**Duration:**
Thirty weeks. Two evenings (three hours) per week.

**How to Apply/Enrol:**
People interested in furthering their knowledge of decor should contact: Mr. Joseph Lawlor, (Assistant Department Head in charge).

**Course Fee:**
£380 (€482)

**Examinations:**
City and Guilds of London Institute 6000-1-09 and 6000-1-15.

**Award:**
City and Guilds of London Institute Certificate.

**Career Opportunities:**
Advancement in decoration trade.

**Further Information:**
Department of Building Trades.
Tel: 01 402 4018

**Location:**
DIT Bolton Street.
SIGNWORK – ADVANCED (PARTS 1 AND 2)

This course is designed to give painting and decorating craft persons and persons involved in the sign industry opportunities to improve their skills and knowledge in the preparation of sign work.

Design, shape and form in signwork. Production of signs, glass gilding and etching, ornamental gilding, silk screening.

Employment in the painting/decorating and/or sign industry.

Part 1 – thirty weeks (five hours per week over two evenings).

Part 2 – thirty weeks (five hours per week over two evenings).

People interested in signwork should contact:
Mr. Joseph Lawlor (Assistant Department Head in charge).
£380 (€482)

Advancement in Signwork Industry.

City and Guilds Craft and Advanced Craft Certificate.

Department of Building Trades.
Tel: 01 402 4018

DIT Bolton Street.
BUILDINGS MAINTENANCE MANAGEMENT (MODULAR)

Description: The aims of this course are to prepare students for membership of the IMBM and provide participants both from the public and private sectors of the maintenance industry with an opportunity to obtain new and/or additional skills covering various aspects of Building Maintenance Management.

Content: Modules offered:
(a) Corrective preventative maintenance.
(b) Health, safety and welfare at work.
(c) Preparation of estimates.
(d) Law of contract.
(e) Communications techniques.

Entry Requirements: Employment in maintenance/construction industry and acceptable industrial experience and interview.

Duration: Average duration of each module is 36 hours.

How to Apply/Enrol: Students will be required to complete an application form prior to acceptance on the course.

Course Fee: £160 (£205) per module.

Award: A Continuing Professional Development (CPD) Certificate will be awarded to those who complete individual modules.

Career Opportunities: Progression within the maintenance management industry.

Further Information: Mr. Fred Hosford, Programme Organiser.
Tel: 01 402 4016

Location: DIT Bolton Street.
ADVANCED CARPENTRY AND JOINERY

This course prepares senior apprentices and craftsmen for the Department of Education and Science Senior Trade Certificate Examination and Advanced City and Guilds Award.

Carpentry and Joinery Theory and Practice.
Junior Trade Certificate (Department of Education and Science).

One year, two evenings per week.
Monday, Wednesday (7-10 pm).
Call in person and complete application form.
Payment by Bank Giro. Suitable for carpenters and joiners.
£380 (£482) (examination fee not included).
Written and practical.
Certificate in each case - Department of Education and Science, City and Guilds of London Institute.
Progression to supervisory position.

Department of Building Trades.
Tel: 01 402 4021
DIT Bolton Street.

WOODCUTTING MACHINING

This course is designed to give students an appreciation and understanding of woodcutting machines to the standard of Junior Trade, Department of Education and Science.

Woodcutting Machining Theory and Practice.
Employment in joinery works.

One year, two evenings per week.
Monday, Wednesday (7-10 pm).
Call in person and complete application form. Payment by Bank Giro.
Suitable for those employed in the wood trades.
£380 (£482)
None. Certificate of Attendance issued.
Progression to supervisory position.

Department of Building Trades.
Tel: 01 402 4021
DIT Bolton Street.
### B117 WOODTURNING

**Description:** To give students and craftspersons hands-on experience on the use of the lathe.

**Content:** General woodturning operations.

**Entry Requirements:** None.

**Duration:** Ten weeks, three hours per week – Monday (7-10 pm).

**How to Apply/Enrol:** Call in person and complete application form.

**Suitable for:** Those interested in woodturning, joinery and cabinetmaking.

**Course Fee:** £120 (€152)

**Examinations:** None.

**Career Opportunities:** Upgrading of skills.

**Further Information:** Department of Building Trades.

**Location:** DIT Bolton Street.

### B118 TIMBER TECHNOLOGY

**Description:** The aim of the Institute of Wood Science is to advance and encourage the scientific, technical, practical and general knowledge of timber and wood materials.

**Content:**
- Module 1: Wood as a material
- Module 2: Timber trading
- Module 3: Drying and strength
- Module 4: Conversion and preservation
- Module 5: Panel products and utilisation

**Entry Requirements:** Employment in the building or timber industry.

**Duration:** One year, two evenings per week.

**How to Apply/Enrol:** Call in person and complete application form.

**Suitable for:** Those employed in the timber industry.

**Course Fee:** £380 (€482) (plus Institute of Wood Science fee).

**Examinations:** One written and assessment.

**Award:** Certificate from I.O.W.S.

**Career Opportunities:** Advancement in the timber and related industries.

**Further Information:** Department of Building Trades.

**Location:** DIT Bolton Street.
BUILDING TECHNOLOGY

To prepare students for the Department of Education and Science technological examinations.

**Year 1:** Construction, maths, geometry.

**Year 2:** Construction, builders quantities, land surveying.

**Year 3:** Construction, builders quantities, land surveying.

Employment in the building industry.

Three years, three evenings per week – Monday, Tuesday, Wednesday (7-10 pm).

Call in person and complete application form. Payment by Bank Giro. Suitable for those seeking to gain an insight into construction studies.

£380 (€482) (examination fee not included).

Two written examinations.

Certificate from Department of Education and Science.

Progress to management in industry.

Department of Building Trades.
Tel: 01 402 4021

DIT Bolton Street.
B120

**Description:**
This course of studies has been designed to enable senior apprentices and craftspersons to qualify as craft technicians capable of filling supervisory positions in the building industry.

**Content:**

**Year 1.** Construction, site management, mathematics, building science.

**Year 2.** Construction, land surveying, quantities, materials, structural engineering.

**Year 3.** Construction, land surveying, quantities, management, safety legislation, building law and human resource management.

**Entry Requirements:**
Senior Trade Certificate or equivalent.

**Duration:**
Three years, one day and one evening per week.

**How to Apply/Enrol:**
Call in person and complete application form. Suitable for those who have completed an apprenticeship or mature students who wish to gain management positions.

**Course Fee:**
£131 (€547) per year (inclusive of DIT examination fee ONLY).

**Examinations:**
1st year – four written examinations.
2nd year – five written examinations.
3rd year – six written examinations plus project.

**Award:**
Dublin Institute of Technology certificate.

**Career Opportunities:**
Progression to management.

**Further Information:**
Department of Building Trades.
Tel: 01 402 4021

**Location:**
DIT Bolton Street.
PLUMBING (ADVANCED)
To give senior apprentices and craftspersons the opportunity to prepare for the senior trade examinations.

- Heating theory
- Sanitation and drainage
- Drawing
- Trade practical.

Junior trade examination and three years experience.

One year – two evenings per week.

Students must attend for interview and complete the application form.

£380 (€482) (examination fee not included).

One written and one practical.

**Senior Certificate in Plumbing**
(Department of Education and Science).

Progress to supervisory positions.

Department of Metal Fabrication and Plumbing.  
Tel: 01 402 4017  
DIT Bolton Street.

CRAFT TECHNICIAN CERTIFICATE IN PLUMBING
To prepare craftspersons as technicians.

**1st Year:** Maths and science, drawing and design, sanitation and drainage.

**2nd Year:** Heating technology I, fire prevention systems, hot and cold water.

**3rd Year:** Heating technology II, management and quantities.

Department of Education and Science Senior Trade Certificate.

Three years, three evenings per week.

Students must attend for interview and complete the application form.

£431 (€547) (including examination fee).

Four written papers each year and projects.

**Craft Technician Certificate** of Dublin Institute of Technology.

Progress to management.

Department of Metal Fabrication and Plumbing.  
Tel: 01 402 4017  
DIT Bolton Street.
**B133**

**TENDERING AND ESTIMATING PRACTICE (MECHANICAL SERVICES)**

**Description:** To give students an appreciation of the techniques used in tendering and estimating.

**Content:** Tendering procedures, tender documents, contracts, take-off practice, pricing folder, labour rates, bill of quantities, presentation of tender and estimating project.

**Entry Requirements:** Department of Education and Science Senior Trade examination or equivalent.

**Duration:** One year, one evening per week.

**How to Apply/Enrol:** Students must attend for interview and complete the application form.

**Course Fee:** £265 (€336)

**Examinations:** None.

**Award:** DIT Continuing Professional Development (CPD) Certificate.

**Career Opportunities:** Progress to management.

**Further Information:**

**Location:** Department of Metal Fabrication and Plumbing.
Tel: 01 402 4017
DIT Bolton Street.

**B134**

**DOMESTIC OIL FIRED COURSE**

**Description:** This course is designed to meet the needs of those pursuing a career at technician-level in the oil fired industry.

**Content:** Safety requirements, oil specifications, fuel efficiency, flues and ventilation, oil supply lines and storage, heat control valves and oil lifters, burner types, burner controls, servicing and commissioning procedures.

**Duration:** Ten weeks at one night per week or equivalent in the day.

**Entry Requirements:** Technicians or engineers employed in the oil fuel industry.

**How to Apply/Enrol:** Students must attend for interview and complete the application form.

**Course Fee:** £380 (€482)

**Award:** DIT Continuing Professional Development (CPD) Certificate.

**Career Opportunities:** Numerous opportunities in Heating/Oil Industry.

**Further Information:**

**Location:** Heating/Refrigeration Section.
Tel: 01 402 4017
DIT Bolton Street.
DOMESTIC HEATING AND ENVIRONMENTAL ENGINEERS COURSE

To give persons employed in the industry an understanding of the principles and techniques involved in heating and environmental engineering.

The course is run in conjunction with the Institute of Domestic Heating Engineers.

1st Year: Heating technology, gas technology, mechanical services design.

2nd Year: Management techniques, estimating and quantities, heating and hot water technology.

Department of Education and Science Senior Trade examination or equivalent.

Two years.

Students must attend for interview and complete the application form.

£431 (€547)

First year – two written papers, second year – three written papers.

Dublin Institute of Technology continuing Professional Development Certificate and corporate membership of the Institute of Heating and Environmental Engineers.

Progress to management within the industry.

Department of Metal Fabrication and Plumbing.
Tel: 01 402 4017
DIT Bolton Street.
### ADVANCED LEVEL REFRIGERATION AND AIR CONDITIONING

**Description:** To give students an opportunity to appreciate the techniques involved in refrigeration and air conditioning.

**Content:** Commercial refrigeration, air conditioning, industrial refrigeration, electrical practice for refrigeration systems.

**Entry Requirements:** Department of Education and Science Senior Trade examination or equivalent.

**Duration:** One year, one evening per week per subject.

**How to Apply/Enrol:** Students must attend for interview and complete the application form.

**Course Fee:** £431 (€547) (including examination fees).

**Examinations:** Written paper for each subject.

**Award:** Dublin Institute of Technology Continuing Professional Development (CPD) Certificate.

**Career Opportunities:** Progress to supervisor or technician level.

**Further Information:** Department of Metal Fabrication and Plumbing.

**Location:** Tel: 01 402 4017

DIT Bolton Street.

### EFFICIENT ENERGY PRACTICE

**Description:** To give students an opportunity to appreciate efficient energy practice techniques.

**Content:** Automatic control systems, energy conservation systems, building management systems.

**Entry Requirements:** Leaving Certificate or Senior Trade Department of Education and Science Certificate.

**Duration:** One year, one evening per week.

**How to Apply/Enrol:** Students must attend for interview and complete the application form.

**Course Fee:** £265 (€336)

**Award:** Dublin Institute of Technology Continuing Professional Development (CPD) Certificate.

**Career Opportunities:** Progress to technician level.

**Further Information:** Department of Metal Fabrication and Plumbing.

**Location:** Tel: 01 402 4017

DIT Bolton Street.
### Part-Time Courses in the Faculty of Business

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<td>The Institute of Chartered Secretaries and Administrators</td>
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<td>Certificate in Supervisory Management</td>
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<td>Elementary Quality Control, London City and Guilds Examination in Quality Control, Management of Quality Control</td>
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<td>Retail and Wholesale Management</td>
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</table>
BSc MANAGEMENT LAW

This course provides a relevant knowledge of the law as it applies to the management function. The course will enable managers and others to respond competently to the complex needs of organisations.

Year I

Course No. 5111
Sources and Classification of Law
Economics
Management – Principles and Systems
Business Organisation
Business Accounting
Administration of the Law
Constitutional Law – Personal and Property Rights
Business Environment
Management Information Systems

Year II

Course No. 5121
Law of Contract 2
Law of Torts 1
Basic Laws and Structures of the EU
Marketing
European Law
Law of Torts 2
Company Law
Financial Management.

Year III

Course No. 5131
Employment Law 1
Management of Human Resources
Information Technology
Employment Law 2 / Administrative Law
Law and Practice of Taxation
Operations Management or Marketing.
**Year IV**

**Course No. 5141**

Commercial Law  
Business Policy  
Project  
Management of Change.

*Two subjects selected from:*  
a) Law of International Trade  
b) Social Welfare and Family Law  
c) Environmental and Planning Law  
d) Company Law  
e) Operations Management  
f) International Marketing.

The course subjects and timetable may be subject to change.

<table>
<thead>
<tr>
<th>Entry Requirements:</th>
<th></th>
</tr>
</thead>
</table>
| Applicants should be at least 23 years old and have a Leaving Certificate with passes in not less than six subjects, two of which should be at Grade C3 or better in higher level papers. Mature students with a satisfactory level of education and relevant business experience are welcome to apply.  
Selected applicants will be interviewed before admission. |  |

<table>
<thead>
<tr>
<th>Duration:</th>
<th>The course is offered over four years. The academic year is divided into two semesters. The usual lecture schedule is Monday and Tuesday evenings in years 1, 2, 3 and 4.</th>
</tr>
</thead>
</table>

| How to Apply/ | An application form is attached at the back of this prospectus. Completed application forms should be returned not later than Tuesday 31st August 1999 to the School Secretary, Accounting and Finance, DIT, Aungier Street, Dublin 2.  
Enrolment will take place in DIT Aungier Street on Monday 6th September 1999, 6.00-8.00 pm.  
Late applicants may be considered should vacancies still remain in September. |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Course Fee:</th>
<th>£733 (€931) per year, payable by bank giro. You will be given a bank giro form when you enrol.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Examinations:</th>
<th>Examinations are held at the end of each semester. Holders of approved third level or professional qualifications may be granted exemptions on a subject for subject basis in years one and two.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Award:</th>
<th><strong>BSc Management Law</strong> of Dublin Institute of Technology.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Career Opportunities:</th>
<th>Law affects a variety of interests and groups in manufacturing, commercial activities, distribution, banking, the public sector, and trades unions. It involves many aspects of life and leaves virtually no area of commercial and industrial activity untouched.</th>
</tr>
</thead>
</table>

| Further Information: | School Secretary.  
Tel: 01 402 3097 |  |

| Location: | DIT Aungier Street. |  |
**BSc MANAGEMENT OF CREDIT**

This course is designed to equip students for work in the increasingly technical and computerised world of credit and finance. This course enables students to develop their powers of analysis, and to improve the management and operation of the management of credit within business, industry and the public sector. The course provides for regular project work, work focused essays and assignments, and sessional inputs from experienced credit management executives. A project in the management of credit, drawing together all the elements of study, is undertaken and submitted during the final year.

Exemptions from some subjects in Years 1, 2 and 3 may be granted to students with an equivalent third level or professional qualification. Transfers will be allowed subject to agreement.

**Course Code 5211**

**Year 1:** Business Organisation, Statistics, Financial Accounting, Introduction to Irish Legal System/Contract Law, Financial Services and Institutions, Credit Management 1, Information Management 1 and Economics.

**Course Code 5221**

**Year 2:** Quantitative Decision Making, European and National Economics, Credit Management 2, Financial Accounting 2, Organisational Behaviour, Financial Management 1, Law for Credit Management 1 and Information Management 2.

**Course Code 5231**

**Year 3:** Law for Credit Management 2, Financial Management 2, Human Resources Management, Marketing, Credit Management 3, Research Methodology, Information Management 3, Services and Business to Business Marketing.

**Course Code 5241**

**Year 4:** Treasury Management, Credit Management, Strategic Management, Information Management, Dissertation (this is structured to give about 10 hours personal contact with staff for support).

Applicants should have:

a) Leaving Certificate, with passes in not less than six subjects, including Mathematics and English. Two of these passes must be obtained at Grade C3 or better on higher level papers. A minimum of two years commercial or relevant working experience is highly desirable, or

b) Mature students, aged 23 years and over, educated to Leaving Certificate standard with relevant business experience and recommended by their employers.

Equivalent qualifications may be acceptable.
The course extends over four years. There are two semesters each year.
Semester 1: September – January.
Semester 2: January – May.

**Year I**
**Course No. 5211:**
Classes are held on Monday and Thursday from 6.00-8.00 pm.

**Year II**
**Course No. 5221:**
Classes are held on Monday and Thursday from 6.00-10.00 pm.

**Year III**
**Course No. 5231:**
Classes are held on Wednesday and Thursday from 6.00-10.00 pm.

**Year IV**
**Course No. 5241:**
Classes are held on Tuesday and Thursday from 6.00-10.00 pm.

The course subjects and timetable may be subject to change.

How to Apply/Enrol:
An application form is attached at the back of this prospectus. Completed application forms should be returned not later than Friday 30th July 1999 to the secretary below.
Enrolment will take place in DIT Aungier Street on Monday 6th September 1999, 6.00-8.00 pm.
Late applicants may be considered should vacancies still remain in September.
Selected applicants will be interviewed.

Course Fee: £733 (£933) per year, payable by bank giro. You will be given a bank giro form when you enrol.

Examinations: Examinations are held at the end of each semester each year.

Award: **BSc Management of Credit** of Dublin Institute of Technology.

Career Opportunities: This qualification is recognised by credit professionals and their employing organisations throughout Europe. It will enable holders to pursue and advance their career prospects. In addition to serving the needs of those pursuing a career in the management of credit, the course is an excellent basis for careers in management, financial services, banking, business, industry, consultancy, the public service, and other professions.

Further Information:
Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031

Location: DIT Aungier Street.
BSc MANAGEMENT SERVICES

This course is designed to provide a wide-ranging education for the commercial and business world. Students wishing to study in this area may also be able to take a specialist Management Services Stream in a new Bachelors Degree in Business Studies. Primary attention is given to the study of industry and the problems associated with design, operation, maintenance and control of the production process, and management of industrial activities.

Course Code 5311

Course Code 5321
Year 2: European and National Economics, Financial Accounting, Industrial Relations, Operations Management 1, Information Management 2, Contract Law, Work Measurement 1 or Purchasing Management 1 or Transport 1, Marketing 1, Quantitative Methods, Quality Control Statistics 1.

Course Code 5331
Year 3: Cost Accounting, Operations Management 2, Information Management 3, Labour Law, Quality Control 2 (Management), Management Accounting, Information Management 4, Logistics and Physical Distribution, Method Analysis, Work Measurement 2 or Purchasing Management 2 and 3 or Transport Management 2 and 3.

A seminar in environmental law will be held on one weekend.

In year 2 and 3, students specialise in either purchasing, production or transport.

Course Code 5341

Applicants should have a Leaving Certificate with passes in not less than six subjects. Results in Mathematics and English must be at least Grade C3 on higher level papers or Grade B3 on ordinary level papers. A minimum of two years industrial experience is recommended.
The course extends over four years, with two semesters per year.

Year I
Course No. 5311: Classes are held on Monday and Wednesday from 6-10 pm.

Year II
Course No. 5321: Classes are held on Monday, Wednesday and Thursday from 6-10 pm.

Year III
Course No. 5331: Classes are held on Monday, Wednesday and Thursday from 6-10 pm.

Year IV
Course No. 5341: Classes are held on Tuesday and Thursday from 6-10 pm.

A seminar in environmental law will be held on one weekend.

The course subjects and timetable may be subject to change.

How to Apply/
An application form is attached at the back of this prospectus. Completed application forms should be returned not later than Friday 30th July 1999 to the secretary below.

Enrolment will take place in DIT Aungier Street on Monday 6th September 1999, 6.00 - 8.00 pm.

Late applicants may be considered should vacancies still remain in September.

Selected applicants will be interviewed.

Course Fee: £733 (£931) per year, payable by bank giro. You will be given a bank giro form when you enrol.

Examinations: Examinations are held at the end of each semester, in January and May. Holders of approved third level or professional qualifications may be granted exemptions on a subject-for-subject basis in years one, two and three.

Award: BSc Management Services of Dublin Institute of Technology.

Career Opportunities: This qualification will help students advance their career prospects. The management services practitioner specialises in a range of activities relating to the development and implementation of systems, improvement of procedures and the maintenance of these to ensure the efficient running of a business, including purchasing and transport.

Further Information: The Secretary, Department of Continuing Professional Education. Tel: 01 402 3031

Location: DIT Aungier Street.
BSc HEALTH SERVICES MANAGEMENT

Health services is not a specific subject but incorporates a range of complimentary subjects drawn together to make an intelligible whole. Management in the health services is divided into a number of areas including:

a) Medical Services
b) Health Services
c) Clinical Services
d) Support Services.

The course has been designed for the educational needs of these groups.

Course Code 5511

Course Code 5521
Year 2: Health Services Law, Health Services Management, Applied Technology, Public Finance/Administration, Human Resources Management, Financial and Management Accounting.

Course Code 5531
Year 3: Health Policy, Economics, Organisational Behaviour and Communications, Management Accounting, Information Systems Management, Research Methodology.

Course Code 5541
Year 4: Strategic Management, Strategic Information Management, International Health Care Environment, Major Work-Based Dissertation.

The course provides for regular work, work-focused essays and assignments. Students will have to attend two seminar days as practical workshops during the first three years of the course.

Student Profile: The entrants to this course will normally have experience working in the Health Services and are seeking a formal education to obtain recognised qualifications to advance their career prospects. They will continue to expand this experience for the duration of the part-time evening course.

Admission to the course will be from:

a) Applicants who hold the Leaving Certificate with passes in not less than six subjects, at least two of which must be obtained at grade C3 or better in higher level papers. The six subjects must include Mathematics and English or Irish. In addition they will have a minimum of one years experience within the health services.
b) Mature students, aged 23 years or over, who possess a satisfactory level of education (Leaving Certificate standard), who demonstrate a capacity to complete the course and are seeking or furthering a career in the Health Services.

Persons with approved third level qualifications or equivalent may be granted exemptions from part of the course in accordance with Dublin Institute of Technology policy. No exemptions will be granted in the final year of the course.

Applicants will be shortlisted and interviewed prior to admission.

The course is offered over four years on two evenings per week.

**Year I**
**Course No. 5511**: Classes are held on Monday and Wednesday from 6-9pm.

**Year II**
**Course No. 5521**: Classes are held on Monday and Thursday from 6-9pm.

**Year III**
**Course No. 5531**: Classes are held on Tuesday and Thursday from 6-9pm.

**Year IV**
**Course No. 5541**: Classes are held on Tuesday and Thursday from 6-9.30pm.

The course subjects and timetable may be subject to change.

**How to Apply/Enrol:**
An application form is attached at the back of this prospectus. Completed application forms should be returned not later than Friday 30th July 1999 to the secretary below.

Enrolment will take place in DIT Aungier Street on Monday 6th September 1999, 6.00-8.00 pm.

Late applicants may be considered should vacancies still remain in September.

**Course Fee:** £733 (£931) each year, payable by bank giro. You will be given a bank giro form when you enrol.

**Examinations:** Examinations are held annually in May.

**Award:** BSc Health Services Management of Dublin Institute of Technology.

**Further Information:**
The Secretary, Department of Continuing Professional Education.
Tel: 01 402 3031

**Location:** DIT Aungier Street.
BSc HUMAN RESOURCE MANAGEMENT

This is a four year part-time diploma in management which specialises in the third and fourth years in human resource management. H.R.M./Personnel specialists tend to be drawn from various areas of management into the profession. Later, after years of practice, many pursue careers in general management or consultancy. This broadly based course will be ideally suited to those people, by first developing their expertise in general management and specialising later in H.R.M./Personnel management whilst maintaining the overall context of management.

The course aims to develop the students knowledge and understanding of the principal subjects of management, to develop a range of specialist knowledge and skills in H.R.M./Personnel management and to integrate the total into strategic management decision making. Skills development and project work will facilitate the students ability to transfer acquired knowledge and skills to work situations.

Course Code 5611
Year 1: Management 1, Economics, Mathematics/Statistics, Information Management, Law, Operations Management, Management Decision Making, Assignment (1), Seminars (3).

Course Code 5621

Course Code 5631
Year 3: Management 3, Employee Resourcing, Employee Development, Employee Reward, Employee Relations, Project (1), Seminars (3).

Course Code 5641
Year 4: Management 4, Research Methodology, Options: Employee Resourcing and Selection Testing or Employee Development and Management Development or Employee Relations and Labour Law, Dissertation (1), Seminars.

The course is offered over four years. Attendance at three one-day seminars (one each term) is an essential part of the programme.

Year 1
Course No. 5611: Classes are held on Monday and Tuesday from 6-9pm.
Entry Requirements:

1) Applicants should be at least 23 years old and have a Leaving Certificate with passes in not less than six subjects, two of which should be at Grade C3 or better on higher level papers.

2) In special circumstances applicants with substantial work experience at an appropriate level but who do not have the minimum qualifications may be accepted.

3) Applicants with a degree or equivalent qualification may be granted exemptions on a subject-by-subject basis from year one and year two.

How to Apply/Enrol:

An application form is attached at the back of this prospectus. Completed application forms should be returned not later than Friday, 30th July to the secretary below. Selection is by application form and interview. Enrolment will take place in DIT Aungier Street on Tuesday 7th September 1999, 6.00-8.00 pm. Late applications may be considered should vacancies remain.

Course Fee:

£733 (£931) per year, payable by bank giro. You will be given a bank giro form when you enrol.

Examinations:

Examinations are held annually in May/June.

Award:

BSc Human Resource Management of Dublin Institute of Technology. The programme has been granted full exemption status by the Institute of Personnel and Development, London and consequently graduates of the programme will be awarded Graduateship Membership of I.P.D.

Career Opportunities:

With the changing nature of jobs, a qualification in general management with a specialism in H.R.M. is considered ideal for those embarking on a career in management or human resource management. Graduates of the programme will be able to take their places in management positions in business, commerce, public sector and demonstrate a high level of competence. With further management experience, they will be capable of reaching the most senior management positions.
THE ASSOCIATION OF CHARTERED CERTIFIED ACCOUNTANTS

This course is designed to prepare students for the examinations of The Association of Chartered Certified Accountants.

The Foundation Stage introduces students to the economic and organisational framework of the accounting profession. The Certificate Stage develops analytical skills and introduces the problems and situations which will be met at work. The Professional Stage ensures that the skills and knowledge can be applied in a managerial context.

Course Code 0111
Foundation Stage 1:
Module A – Accounting Framework, Legal Framework
Module B – Management Information, Organisational Framework.

Course Code 0121
Certificate Stage 2:
Module C – Information Analysis, Audit Framework
Module D – Tax Framework, Managerial Finance.

Course Code 0131
Professional Stage 3:
Module E – Information for Control and Decision Making, Accounting and Audit Practice, Tax Planning.

Entry Requirements:
To comply with the requirements of the ACCA, applicants should have a Leaving Certificate with passes in five subjects, three of which must be at Grade C3 or higher on higher level papers. Results must include English and Mathematics.

A Mature Student Entry Route (MSER) is available for candidates who are 21 years of age or over without formal qualifications. Many professional qualifications are also recognised and these may attract some exemptions.

Duration:
The course is offered in three stages.

Stage 1 – Foundation Stage
Course No. 0111
Modules A and B: Classes are held on Monday, Wednesday and Thursday.

Stage 2 – Certificate Stage
Course No. 0121
Modules C and D: Classes are held on Tuesday and Thursday.

Stage 3 – Professional Stage
Course No. 0131
Module E: Classes are held on Monday and Thursday.
The course subjects and timetable may be subject to change.
Applications and enrolment will take place in DIT Aungier Street on Wednesday and Thursday, 1st-2nd September 1999, 6.00-9.00 pm. Late applications may be considered should vacancies still remain.

£380 (£482) per stage, payable by bank giro. You will be given a bank giro form when you enrol.

The syllabus is examined bi-annually in June and December. The course is designed to prepare students for the June sitting of the examinations. Revision classes will be held on Saturday mornings prior to the examinations.

Successful students, with appropriate experience, are eligible to apply for membership of The Association of Chartered Certified Accountants (ACCA).

The Association of Chartered Certified Accountants is a widely recognised body in Ireland, the United Kingdom and world-wide for professional accountants. Members of ACCA are employed in many branches of industry and commerce. They also engage in private practice, as individuals or in partnerships offering accounting and auditing services to companies and the public. Students are recommended to join the ACCA's Student Society, details of which may be obtained from the address below.

Full details of ACCA, its objectives, activities, examinations, regulations and syllabus may be obtained from:

The Association of Chartered Certified Accountants,
9 Leeson Park, Dublin 6.
Tel: 01 496 3144 Fax: 01 496 3615

Further Information:
The Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031

Location:
DIT Aungier Street.
INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS IN IRELAND

This course is designed to prepare students for the examinations of the Institute of Certified Public Accountants in Ireland.

Students are introduced to accounting practices, economics, law and management.

**Course Code 0211**

**Formation I** – Economics and Business Environment, Business Mathematics and Quantitative Methods, Legal Framework.

**Course Code 0221**

**Formation II** – Accounting Framework, Taxation, Information Technology for Managers, Management Accounting.

**Course Code 0231**

**Professional I** – Financial Accounting, Auditing, Strategic Management Accounting, Management Strategy.

**Course Code 0241**

**Professional II** – Advanced Financial Accounting, Advanced Taxation, Audit Practice, Financial Management (Subject to demand).

**Entry Requirements:**

Applicants should have a Leaving Certificate with passes in six subjects, three of which must be at Grade C3 or higher on higher level papers. Results must include English and Mathematics.

Holders of a Degree awarded by an Irish University or National Diploma/Certificate in Business Studies may apply for exemptions.

Mature students are welcome to apply.

The course is offered in four stages.

**FORMATION I**

**Course No. 0211:** Classes are held on Tuesday and Thursday.

**FORMATION II**

**Course No. 0221:** Classes are held on Monday and Tuesday.

**PROFESSIONAL I**

**Course No. 0231:** Classes are held on Wednesday and Thursday.

**PROFESSIONAL II**

**Course No. 0241:** Subject to demand.

**How to Apply/Enrol:**

Enrolment will take place in DIT Aungier Street on Wednesday and Thursday, 1st-2nd September 1999, 6.00-8.00 pm.

Late applications may be considered should vacancies still remain.

£380 (€482) per stage, payable by bank giro. You will be given a bank giro form when you enrol.

**Course Fee:**

Examinations are held bi-annually in May and September. The course is designed to prepare students for the May sitting of the examinations. **Students must register with the Institute of Certified Public Accountants before December in order to sit the examinations.**

Revision classes will be held on Saturday mornings prior to the examinations.
Successful students, with appropriate experience, are eligible to apply for membership of the Institute of Certified Public Accountants in Ireland (C.P.A.).

The Institute of Certified Public Accountants in Ireland has a growing membership of professional accountants. Members of the Institute are employed by many branches of industry and commerce, in the Civil Service and in Local Government services. They also engage in private practice offering accounting and auditing services.

Full details of the Institute, its activities, examinations, regulations and syllabus may be obtained from:

The Secretary,
The Institute of Certified Public Accountants in Ireland,
9 Ely Place, Dublin 2.
Tel: 01 676 7353 Fax: 01 661 2367
Email: cpa@iol.ie

The Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031

DIT Aungier Street.
CHARTERED INSTITUTE OF MANAGEMENT ACCOUNTANTS

These courses prepare students for the examinations of the Chartered Institute of Management Accountants (C.I.M.A.).

The course introduces the student to a wide range of accountancy and business subjects. In particular, it stresses the planning and strategic functions of management accounting within all businesses.

**Course Code 0311**

**Course Code 0321**

**Course Code 0331**

**Course Code 0341**
Stage IV: Strategic Financial Management, Strategic Management Accounting and Marketing, Information Marketing and Management Accounting Control Systems.

**Entry Requirements:**
Applicants should have a Leaving Certificate with at least 3 passes at Grade C3 or higher on Higher level papers. Results must include English and Mathematics at either Higher or Ordinary level. Exemptions may be granted for various third level qualifications.

The course is offered in four stages.

**STAGE I**
Course No. 0311: Classes are held on Monday and Tuesday.

**STAGE II**
Course No. 0321: Classes are held on Tuesday and Wednesday.

**STAGE III**
Course No. 0331: Classes are held on Tuesday and Thursday.

**STAGE IV**
Course No. 0341: Classes are held on Tuesday and Thursday.

The course subjects and timetable may be subject to change. Enrolment will take place in DIT Aungier Street on Wednesday and Thursday 1st-2nd September 1999, 6:00-8:00 pm. Late applications may be considered should vacancies still remain.

**How to Apply/Enrol:**

**Course Fee:** £380 (€482) per stage, payable by bank giro. You will be given a bank giro form when you enrol.
Examinations: Examinations are held bi-annually in May and November. The course is designed to prepare students for the May sitting of the examinations. Revision classes will be held on Saturday mornings prior to the examinations.

Award: Successful students, with appropriate experience, are eligible to apply for membership of the Chartered Institute of Management Accountants (C.I.M.A.).

Career Opportunities: The Chartered Institute of Management Accountants (C.I.M.A.) is the only recognised professional body specialising in management accountancy. It has over 50,000 members and 65,000 registered students worldwide. Its qualification is recognised as a primary avenue to senior financial and general management positions. Typically, management accountants begin their careers as providers, analysts and interpreters of financial information for senior managers and decision-makers in business and other organisations. Subsequently, many become financial and general managers. Because of the flexible nature of the qualification, management accountants work in a wide variety of organisations, both private and public: banking, financial institutions, management consultancy, universities and colleges of higher education. Many are self-employed.

The Institute's Dublin and District Branch has a student society which students are encouraged to join.

Full details on the Institute and its educational programme may be obtained from:

The Chartered Institute of Management Accountants,
44 Upper Mount Street, Dublin 2.
Tel: 01 678 5133 Fax: 01 676 1796
E-mail: cima@id.ie

The Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031
DIT Aungier Street.
THE INSTITUTE OF ACCOUNTING TECHNICIANS IN IRELAND

Description: This course is designed to prepare students for the Examinations of the Institute of Accounting Technicians in Ireland (I.A.T.I.).

Content: The course, which is offered in two stages, Foundation and Admission, introduces students to a wide range of accounting practices, business and computerised accounting skills. During the Admission Year, students choose between the Practice Option and the Business Option, i.e. a choice of the fourth subject being Taxation 2 or Costing and Budgeting. All students submit a computerised accounting assignment using TAS books and software.

Course Code 0511
Foundation: Accounting 1, Business Law, Business Management, Taxation 1.

Course Code 0521
Admission: Accounting 2, Taxation 2 or Costing and Budgeting, Company Law, Information Technology in Business.

Entry Requirements: Applicants should have a Leaving Certificate with at least 5 passes on Ordinary level papers at grade D3 or better or 4 passes of which at least two are on Higher level papers at Grade D3 or better. Passes must include English and at least one subject from Mathematics or Accountancy.

Mature students with suitable experience may apply to the Institute of Accounting Technicians in Ireland for enrolment on the basis of their age and experience.

Duration: The course of study extends over two years.

SECTION I – FOUNDATION – 4 SUBJECTS
Course No. 0511: Classes are held on Wednesday and Thursday.

SECTION II – ADMISSION – 4 SUBJECTS
Course No. 0521: Classes are held on Tuesday and Wednesday and Thursday for TAS book (10 weeks).

How to Apply/Enrol: Enrolment will take place in DIT Aungier Street on Thursday 2nd September 1999, 6.00-8.00 pm. Late applications may be considered should vacancies still remain.

Course Fee: £380 (£482) per stage, payable by bank giro. You will be given a bank giro form when you enrol.

Examinations: Examinations are held bi-annually in May and September. The course is designed to prepare students for the May sitting of the examinations. **Students must register as students of the Institute of Accounting Technicians in Ireland on or before 12th November 1999.**

Award: Successful students, with relevant work experience, are eligible to apply for membership of the Institute of Accounting Technicians in Ireland (M.I.A.T.I.).
The Institute of Accounting Technicians in Ireland was founded in 1983 to provide a recognised qualification and membership body for staff engaged in accounting or financial duties in commercial, industrial or public sector organisations and in the offices of practising accountants. The qualification entitles members to admission to studentship of a senior accountancy body with the benefit of gaining exemptions. I.A.T.I. is a member of the International Federation of Accountants (I.F.A.C.).

Further information and application form is available from:
The Institute of Accounting Technicians in Ireland,
87-89 Pembroke Road,
 Ballsbridge, Dublin 4.
Tel. 01 660 2899
Fax: 01 668 0842
Email: iati@icai.ie

IATI Registration
Closing Date: 12th November 1999.
Fees for registration, annual subscription, exemption and examination will be due to the Institute of Accounting Technicians in Ireland.

Exemption
Closing Date: 12th November 1999.
It is important that you obtain a copy of “A Career in Business” May '99 edition for details of IATI registration.

The Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031

DIT Aungier Street.
A307

THE INSTITUTE OF CHARTERED SECRETARIES AND ADMINISTRATORS

Description: This course is designed to prepare students for the examinations of the Institute of Chartered Secretaries and Administrators.

Content: Students are required to complete the Foundation Programme before progressing to the next level. In the Professional programme, students choose four common compulsory modules and four modules selected from any of the job related streams: Financial Administration and Management, Pension Fund Administration and Management, and Company Secretarial Administration and Management. These eight subjects enable students to form a personalised Job Programme.

Course Code 0711
Foundation Programme: Business Economics, Quantitative Techniques, Introduction to Irish and EU Law, Information Systems, Organisation and Human Resources.

Course Code 0721

Course Code 0731
Professional Programme I: Professional Administration, Management Practice, Corporate Law, Financial Accounting.

Course Code 0741
Professional Programme II: Administration of Corporate Affairs, Company Secretarial Practice, Corporate Finance, Regulation and Taxation, Management Accounting.

Classes for the above stages are held on Tuesday and Wednesday.
The course subjects and timetable may be subject to change.

Entry Requirements: The Foundation Programme is open to anyone who is 17 years or over without previous academic qualifications.

How to Apply/Enrol: Enrolment will take place in DIT Aungier Street on Wednesday, 1st September 1999, 6.00-8.00 pm. Late applications may be considered should vacancies still remain.

Course Fee: £380 (€482) per year, payable by bank giro. You will be given a bank giro form when your enrol.

Examinations: Examinations are held bi-annually in June and December. The course is designed to prepare students for the June sitting of the examinations.
Students must register with the Institute of Chartered Secretaries and Administrators before sitting the examinations. Members receive a copy of the Institute's monthly journal and are informed of events and activities of the Dublin Student Society.

Successful students, with appropriate experience, are eligible to apply for membership of the Institute of Chartered Secretaries (A.C.I.S.).

The Institute of Chartered Secretaries and Administrators is a widely recognised body in Ireland, the United Kingdom and 90 countries world-wide for company secretaries, administrators and managers.

Full details of the Institute, its objectives, activities, examinations, regulations and syllabus may be obtained from the following:

Zanka Savage,
The Institute of Chartered Secretaries and Administrators,
1/2 Upr. Georges Street, Dun Laoghaire, Co. Dublin.
Tel: 01 230 1626

or

The Institute of Chartered Secretaries and Administrators,
16 Park Crescent, London W1N 4AH.
Tel: 071 580 4741

The Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031

DIT Aungier Street.
In today's competitive business climate, marketing is a 'primary' management function which co-ordinates all the activities involved in identifying and anticipating customers and supplying products or services to specified markets ensuring satisfaction and doing so profitably. These courses are designed to prepare students for the examinations of the Marketing Institute. At certificate level, students choose between Certificate in Marketing and Certificate in Selling. Both streams then proceed to the Diploma in Marketing which introduces major elements of management and international marketing practice. The Graduateship introduces the student to major marketing specialisms and to the marketing management function.

Course Code 1311
Foundation Certificate Year I
Economics or Selling, Behavioural Aspects of Marketing, Information Analysis I, Principles of Marketing.

Course Code 1321
Foundation Certificate Year II
International Business or Selling, Marketing Finance, Regulatory Environment for Marketing, Marketing Information Analysis II.

Course Code 1331
Diploma in Marketing Year III

Course Code 1341
Graduateship Year IV
Logistics Management, Services Marketing, Business to Business Marketing, Marketing Planning and Management.

The course subjects and timetable may be subject to change.

Applicants should have a Leaving Certificate with at least:
a) one honour (i.e. C3 on a higher paper) plus four passes (including Mathematics and English).

or

b) five passes (including Mathematics and English) plus one year's work experience or additional course of study.

Mature applicants are accepted at the discretion of the Education Committee.

Exemptions: Those with other qualifications may be eligible for exemptions. Application for exemptions must be made before registering, as the outcome determines the year for which a student registers. The fee is £12 (€15) per subject/project/workshop exempted.

The course is offered over four years. The Foundation Certificate in Marketing/Selling is awarded after two years, the Diploma after three and the Graduateship of the Institute which qualifies for membership (MMII Grad) after four years.
FOUNDATION CERTIFICATE – YEAR I
Course No. 1311: Classes are held on Tuesday and Wednesday.

FOUNDATION CERTIFICATE – YEAR II
Course No. 1321: Classes are held on Monday and Wednesday.

DIPLOMA IN MARKETING – YEAR III
Course No. 1331: Classes are held on Monday and Wednesday.

GRADUATESHIP – YEAR IV
Course No. 1341: Classes are held on Monday and Wednesday.

Applications and enrolments will take place in DIT Aungier Street on Monday, 6th September 1999, 6.00-8.00 pm. Late applications may be considered should vacancies still remain.

Students should apply to The Marketing Institute for a registration form. The annual registration fee is £175 (€222). This fee is separate from any college enrolment fee. Registration must be completed by October 22nd 1999. Late applicants incur an additional fee of £50 (€63).

£380 (€482) per year, payable by bank giro. You will be given a bank giro form when you enrol.

Examinations are held each year in May and/or August. Fees are payable in February and July – £80 (€101) for four subjects and project.

Students are awarded a Graduateship of the Marketing Institute (M.M.I.) upon completion of the full programme.

Marketing studies offer a wide range of career choices. Graduates work in Brand Management, Advertising, Sales, Direct Marketing, General Management, Market Research and a wide variety of other occupations. Marketing graduates are in demand in Ireland and abroad.

The Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031

or

The Marketing Institute,
South County Business Park,
Leopardstown, Dublin 18.
Tel: 01 295 2355
Fax: 01 295 2453
Email: mii@iol.ie

DIT Aungier Street.
**PROFESSIONAL DIPLOMA IN ADVERTISING**

**Description:** This course, designed by the Joint Advertising Education Committee (J.A.E.C.), provides basic training for people working in advertising or new entrants to the advertising industry.

**Content:** Students study a wide-range of subjects relevant to the advertising industry. They may choose to specialise in a group of subjects drawn from Promotion Management, Advertising Management, Media Planning, Art Direction, Copywriting or Production Management.

**Entry Requirements:** Applicants should have:

a) Leaving Certificate or equivalent, plus at least one year's relevant experience in the advertising industry,

or

b) Degree or Diploma in Graphics, Marketing, Design, Commerce, Communications or other appropriate discipline, plus at least one year's relevant work experience and be currently working in an appropriate employment.

**Duration:** One year.

**How to Apply/Enrol:** An application form is usually available from mid-July from the Joint Advertising Education Committee or DIT Aungier Street. Completed forms should be returned not later than Friday 27th August 1999 to the School Secretary.

Interviews will take place in DIT Aungier Street on Thursday, 9th September 1999, 6.00-8.00 pm. All applicants are interviewed. Applicants wishing to enrol in Art Direction or Copywriting should bring a portfolio of current work for assessment at the time of interview and must submit a description of the contents of the portfolio in their application form.

Late applications may be considered should vacancies still remain.

**Course Fee:** £380 (€482) payable by bank giro. You will be given a bank giro form when you enrol.

**Examinations:** Examinations are held each year in May/June.

**Award:** Successful students are awarded a Professional Diploma in Advertising from the Joint Advertising Education Committee.

**Career Opportunities:** This course leads to a professional qualification for persons working or desiring to work in advertising.

For further information about career opportunities and examinations, contact: 

*Joint Advertising Education Committee, 8 Upper Fitzwilliam Street, Dublin 2.*

**Further Information:** Ms. Valerie Gannon, Course Director, or

The Secretary, Department of Continuing Professional Education Tel: 01 402 3031

**Location:** DIT Aungier Street.
CERTIFICATE IN TRAINING AND DEVELOPMENT

The Certificate in Training and Development course provides an introduction to the theory and practice of training and development in organisations. It is particularly suited to those involved in training and development at a basic level or to those who are about to embark on a career in the area. Personnel officers, training officers, line managers, instructors or those involved in the subject in any way will benefit from the course.

The course aims to introduce students to the concept of training and development in organisations and to equip them with a range of skills essential for practitioners in the area. These skills include those concerned with the design and presentation of basic training/learning programmes. The emphasis is on training practice and the learning methods used will reflect this philosophy.

The content includes: the role of training and development in organisation, how people learn, assessment of training/learning needs, training and development applications, design of training/learning programmes.

Applicants should have a Leaving Certificate or equivalent, and involvement in Training and Development is a prerequisite to enrolment.

One year. Attendance at three one-day seminars is also required.

Course No. 1911: Classes are held on Wednesday and Thursday from 6-9 pm.

The course subjects and timetable may be subject to change.

An application form is attached at the back of this prospectus. Completed application forms should be returned not later than Friday 30th July 1999 to the secretary below. Selection is by application and interview.

Enrolment will take place in DIT Aungier Street on Wednesday, 8th September 1999, 6.00-8.00 pm. Late applications may be considered should vacancies still remain.

£431 (£547) is payable by bank giro. You will be given a bank giro form when you enrol. In addition, students are required to pay membership fees to Institute of Personnel and Development, London (I.P.D.).

Examinations are held annually in May/June.


The course leads to the affiliateship of the Institute of Personnel and Development (I.P.D.). Student membership of the Institute is also available to successful students.

The Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031
DIT Aungier Street.
CERTIFICATE IN PERSONNEL PRACTICE

Description: This course has been designed as an introduction to the practice of personnel management. It is particularly suitable for people who have or are about to be given specific personnel responsibilities within their organisation but whose professional qualification may at present be inappropriate.

Content: The course aims to equip students with a wide range of basic skills appropriate to the practice of personnel management. It provides an introduction to personnel management, its role within organisations and identifies the main practical constraints and opportunities. The emphasis is on group work. Case studies and simulation exercises are frequently used to ensure that the practicalities of personnel work are emphasised.

Course Code: A32111

Recruitment and Selection
Training and Development
Industrial Relations
Appraisal and Assessment
Labour Legislation
Remuneration system

Entry Requirements: Applicants should have a Leaving Certificate or equivalent, and be in employment.

Duration: One year. Attendance at three one-day seminars is also required.

Course No. 2111: Classes are held on Monday and Tuesday from 6-9 pm.

The course subjects and timetable may be subject to change.

How to Apply/Enrol:
An application form is attached at the back of this prospectus. Completed forms should be returned not later than Friday 30th July 1999 to the secretary below. Selection is by application and interview.

Enrolment will take place in DIT Aungier Street on Tuesday, 7th September 1999, 6.00-8.00 pm. Late applications may be considered should vacancies still remain.

Course Fee: £431 (€647) is payable by bank giro. You will be given a bank giro form when you enrol. In addition, students are required to pay membership fees to the Institute of Personnel and Development London (I.P.D.).

Examinations: Examinations are held annually in May/June.


Career Opportunities: The course leads to the Affiliateship of the Institute of Personnel and Development (I.P.D.). Student membership of the Institute is also available to successful students.

Further Information: Secretary, Department of Continuing Professional Education.
Tel: 01 402 3031

Location: DIT Aungier Street.
CERTIFICATE IN SUPERVISORY MANAGEMENT

This course is designed to prepare students for the Certificate in Supervisory Management examinations of the Irish Management Institute. It is particularly suitable for those who work or expect to work at supervisory or management level in an industrial, commercial or service organisation. The course provides an excellent introduction to management education and enables supervisors and front line managers to obtain increased benefits from other training opportunities which may be provided for them.

Students study a wide range of business and management subjects.

Course Code 2311

Course Code 2321
Part II: Business Environment, Management Techniques 2, Personnel Management.

There are no formal educational requirements specified for students entering the course. However, students must be more than 18 years of age and should have some work experience.

This course is offered in two parts.

PART I
Course No. 2311: Classes are held on Tuesday from 6-10 pm.

PART II
Course No. 2321: Classes are held on Monday from 6-10 pm.

The course subjects and timetable may be subject to change.

Enrolment will take place in DIT Aungier Street on Wednesday, 8th September 1999, 6.00-8.00 pm. Late applications may be considered should vacancies still remain.

£380 (€182) per year, payable by bank giro. You will be given a bank giro form when you enrol. In addition, students are required to pay registration and examination fees to the I.M.I.

Examinations are held annually in May.

Successful students are awarded the Irish Management Institute (I.M.I.) Certificate in Supervisory Management. For further information on the syllabus, examination regulations, registration requirements, contact:

Catherine Forde,
Course Administrator,
Irish Management Institute, Sandford Road, Dublin 16.
Tel: 01 207 8487 Fax: 01 295 5150 Email: fordec@imi.ie

The course provides a formal qualification for front line managers and supervisors which is being required by more and more employers.

The Secretary,
Department of Continuing Professional Education.
Tel: 01 402 3031

DIT Aungier Street.
CERTIFICATE, ADVANCED CERTIFICATE AND DIPLOMA IN PURCHASING AND MATERIALS MANAGEMENT

Description: Materials Management is a discipline which integrates inventory and production control, purchasing, storage and distribution. This course, accredited by the Irish Institute of Purchasing and Materials Management, which was founded in 1971, is the only complete training for a career in this field.

Content: The course provides a general education in business studies and in-depth consideration of purchasing and materials management. The programme seeks to introduce students to theories and methods which are valuable in interpreting business situations.

Course Code 2611

Course Code 2621

Course Code 2631
The course subjects and timetable may be subject to change.

Entry Requirements: Applicants should have five passes in the Leaving Certificate, including English and Mathematics or its equivalent.
Mature students, who are 23 years old by the 1st October of the year of commencement or with relevant employment experience, are welcome to apply.

Duration: The complete programme is offered in three parts: a Certificate in Purchasing and Materials Management, an Advanced Certificate in Purchasing and Materials Management, and a Diploma in Purchasing and Materials Management. During the final year, students submit a project. Subjects are taken normally at the rate of four per year.

CERTIFICATE – PART I
Course No. 2611: Classes are held on Monday and Wednesday from 6.30-9.30 pm.

ADVANCED CERTIFICATE – PART II
Course No. 2621: Classes are held on Monday and Wednesday from 6.30-9.30 pm.

DIPLOMA – PART III
Course No. 2631: Classes are held on Monday and Wednesday from 6.30-9.30 pm.
Enrolment will take place in DIT Aungier Street on Wednesday, 8th September 1999, 6.00-8.00 pm. Late applications may be considered should vacancies still remain.

Course Fee: £380 (€482) per year payable by bank giro. You will be given a bank giro form when you enrol. In addition, you will be required to pay fees to the Institute of Purchasing and Materials Management.

Examinations: Examinations are held annually in May/June. Students must present themselves for examination at least every two years, up to a maximum of eight years, unless the period is further extended at the discretion of the Education Committee of the Irish Institute of Purchasing and Materials Management.

Holders of third level qualifications may be granted exemptions on a subject-for-subject basis. Exemptions are not granted for experience or seniority of position held. Applications for exemptions at any stage of the course should be made on first registration. An exemption is equivalent to a pass only.

Award: Students are awarded the Certificate in Purchasing and Materials Management on successful completion of Part I; the Advanced Certificate in Purchasing and Materials Management on successful completion of Part II; and the Diploma in Purchasing and Materials Management on successful completion of Part III.

The Irish Institute of Purchasing and Materials Management is a member of the International Federation of Purchasing and Materials Management. Further information on the objectives, activities, examinations and regulations of the Institute is available from:

The Education Secretary,
The Irish Institute of Purchasing and Materials Management, 5 Belvedere Place, Dublin 1.
Tel: 01 855 9257 Fax: 01 855 9258

Career Opportunities: The courses provide a solid grounding in the subject areas necessary to facilitate career development in purchasing and materials management.

Further Information: The Secretary, Department of Continuing Professional Education. Tel: 01 402 3031

Location: DIT Aungier Street.
ELEMENTARY QUALITY CONTROL
LONDON CITY AND GUILDS EXAMINATION IN QUALITY CONTROL
MANAGEMENT OF QUALITY CONTROL

Description: These courses are aimed primarily at quality control personnel who wish to obtain a broader knowledge of the subjects and obtain a recognised certificate qualification.

Content:

- **Course Code 2710**
  - **Elementary Quality Control:** Total Quality Control.

- **Course Code 2711**
  - **City and Guilds Quality Control:** Statistics, Quality Control.

- **Course Code 2712**
  - **Management Quality Control:** Quality Management.

Entry Requirements:

- There are no specific entry requirements for the Elementary course. It is, however, most useful to new or recently appointed quality control personnel and inspectors, laboratory technicians and assistants, production supervisors, chargehands, and operators.

- The City and Guilds course is aimed at quality control personnel.

- Applicants to the Management course should have completed their City and Guilds Certificate or its equivalent. This course is most appropriate for managers and supervisors of the quality function.

Duration:

- Each of the above courses is offered for one year.

How to Apply/Enrol:

- **Course No. 2710**
  - **ELEMENTARY QUALITY CONTROL:**
    - Classes are held on Thursday from 6.00-8.00 pm.

- **Course No. 2711**
  - **CITY AND GUILDS QUALITY CONTROL:**
    - Classes are held on Thursday from 6.30-9.30 pm.

- **Course No. 2712**
  - **MANAGEMENT QUALITY CONTROL:**
    - Classes are held on Thursday from 8.00-10.00 pm.

The course subjects and timetable may be subject to change.

Course Fee:

- £265 (€336) per year, payable by bank giro. You will be given a bank giro form when you enrol. In addition, you will be required to pay fees to the Institute.

Examinations:

- Examinations are held annually in May/June.

Award:

- Successful completion of the examinations leads to the IQSA Certificate in Basic Quality Control, a City and Guilds of London Certificate in Quality Control, or the IQSA Certificate in Quality Control Management.

Further information:

- Mr. Dermot Byrne, Tel: 01 402 3200 or The Secretary, Department of Continuing Professional Education. Tel: 01 402 3031

Location:

- DIT Aungier Street.
# RETAIL AND WHOLESALE MANAGEMENT

Retailing and wholesaling are vibrant and significant sectors of the Irish economy, providing employment for 15% of the workforce through 32,000 retail outlets and 3,000 wholesale companies. The distributive industry in Ireland has seen dramatic change in recent years. What was a fragmented industry is now in a process of consolidation. Technological change, internationalisation of retailing and consumer sophistication now demand retailers to deliver the highest levels of professionalism.

This course in the principles of retail and wholesale management has been developed to encompass new management knowledge and methods of effective retailing. On completion of the course the participants will:

- have a better knowledge of the management aspects of their function
- have a sound knowledge of the principles of retail management
- have a good working knowledge of the techniques which can optimise their contribution to their firm
- have developed the skills and confidence necessary for retail management.

## Content:
Retail Management; Marketing; Law; Financial Control; Information Technology; Merchandising; Case Studies; Human Resource Management; Economics; Total Customer Service.

## Entry Requirements:
Leaving Certificate or other relevant qualification. Maturity and/or experience also taken into consideration.

## Duration:
Two years.

## How to Apply/Enrol:
Attendance: Year 1 and Year 2
Monday and Wednesday 6.30-9.30 p.m.

The course subjects and timetable may be subject to change.

Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

## Course Fee:
£380 (€482), payable by Bank Giro issued on enrolment.

Examination fee £40 (€50).

## Examinations:
May 2000.

## Award:
Certificate in Retail and Wholesale Management. (Dublin Chamber of Commerce).

## Career Opportunities:
This course will help further the career opportunities of all those in the retail, wholesale and services sectors.

## Further Information:
Michael Quinn.
Tel: 01 402 4144

## Location:
DIT Mountjoy Square.
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| **Description:** | SECURITY MANAGEMENT  
The Irish Security industry employs seven thousand people and has an estimated annual turnover of £175m. It comprises 350 commercial security companies as well as in-house and semi-state security departments. Security is a growth industry requiring increasingly professional and sophisticated management techniques.  
The course has been designed to lead to the professional qualification of Certificate in Security Management and to Graduateship of the International Institute of Security.  
Graduates will be capable of working knowledgeably and skilfully on their own initiative utilising techniques and skills required. |
| **Content:** | Security of premises and property.  
Emergency situations – industrial hazards, fire and safety.  
Criminal Law.  
Practice and procedure. |
| **Entry Requirements:** | Full-time employment in a security capacity. |
| **Duration:** | One year.  
Attendance: Tuesday 6.30-9.30 p.m.  
The course subjects and timetable may be subject to change. |
| **How to Apply/Enrol:** | Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment. |
| **Course Fee:** | £265 (£336) per annum, payable by Bank Giro issued on enrolment. Examination fee £120 Stg. payable to International Institute of Security. |
| **Examinations:** | May and November of each year. |
| **Award:** | Certificate in Security Management (Level 1)  
International Institute of Security/City and Guilds of London Institute. |
| **Career Opportunities:** | Progress to supervisory or middle management. |
| **Further Information:** | Michael Quinn.  
Tel: 01 402 4144 |
| **Location:** | DIT Mountjoy Square. |
SECURITY MANAGEMENT
(Advanced Course ~ Membership)

Description: As the security industry has matured and developed so too has the demand for higher levels of professional course programmes. In response to these demands the School provides the Advanced course in Security Management leading to Membership of the International Institute of Security.

On successful completion of this course participants will be able to:

(a) Identify risks and formulate an effective risk reduction programme,
(b) Help to develop a corporate security strategy,
(c) Manage the security function on behalf of the employer.

Content:
Security of corporate assets;
Emergency situations;
Fire prevention, health, safety;
Criminal Law;
Management;
Protection of persons, equipment, information and goods.

Entry Requirements:
Level 1 of the International Institute of Security or equivalent.

Duration:
One year.

How to Apply/Enrol:
Attendance: Wednesday 6.30-9.30 p.m.
The course subjects and timetable may be subject to change.

Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Course Fee:
£265 (£336), payable by Bank Giro issued on enrolment.
Examination fee £180 Stg. payable to the International Institute of Security.

Examinations:
May and November of each year.

Award:
Certificate in Security Management (Level 2).
International Institute of Security/City and Guilds of London Institute.

Career Opportunities:
Progress to senior management.

Further Information:
Michael Quinn,
Tel: 01 402 4144
DIT Mountjoy Square.
M600

HEALTH, SAFETY AND SECURITY FOR BUSINESS MANAGERS

Description: Modern business managers have statutory obligations in respect of legislation and directives to maintain a safe working environment. The scope of current legislation extends to all persons at work in all types of occupations.
This course will enable you to identify your obligations and provide practical guidance in the formulation of an effective risk management programme.

Content: Current Legislation and Directives.

FIRE
- Fire Precautions
- Fire Drill
- Evacuation Procedures

HEALTH AND SAFETY
- Hazard Identification
- Risk Reduction
- Safety Audit
- Conflict, Harassment, Bullying and Stress

SECURITY
- Threat Assessment
- Target Hardening
- Data Protection

Managing the Safety/Security function.

Entry Requirements: Practicing Managers with responsibility for security.

Duration: One year.
Attendance: Thursday 6.30-8.30 p.m.
The course subjects and timetable may be subject to change.

How to Apply/Enrol: Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Course Fee: £317 (€402), payable by Bank Giro issued on enrolment.

Further Information: Michael Quinn.
Tel: 01 402 4144

Location: DIT Mountjoy Square.
RETAIL FLORISTRY

Retail floristry has seen substantial growth over recent years. The requirement to provide trained professional staff to further enhance the profile of the industry and provide service excellence to more demanding quality-conscious consumers is met by the highly specialised Retail Floristry course provided by the Dublin Institute of Technology in association with the Irish Flowers Council.

The specialised skill and knowledge associated with professional arrangement, presentation and care of flowers is provided by qualified practitioners from the industry. Course participants are also given a comprehensive understanding and appreciation of the business skills, legal factors, accounting procedures and selling techniques necessary for operating a profitable retail floristry business.

Floral Display and Presentation
Accounting/Taxation
Floriculture/Plant care
Sales/Customer care
Law.

Trainees in retail and wholesale florists.

Two years.
 Attendance: Year 1: Thursday 9.30 a.m. - 5.00 p.m.
               Year 2: Thursday 9.30 a.m. - 5.30 p.m.

The course subjects and timetable may be subject to change.

Application forms are available from the School office during the months of July and August.

£580 (£482) per annum, payable by Bank Giro issued on enrolment.

Examination fee £20 (£25) payable to Irish Flowers Council.

Certificate in Floristry (Irish Flowers Council).

Management in the sector.

School Secretary.
Tel: 01 402 4143

DIT Mountjoy Square.
RETAIL FOODSTORE MANAGEMENT

Food retailing accounts for by far the largest sector in retail distribution in Ireland. The dynamic and ever changing nature of the retail food industry requires both managers and employees to have a comprehensive understanding and appreciation of the market forces which impact on their businesses and a range of skills to respond effectively to those forces.

Recent trends, including a more sophisticated and demanding consumer, increasing legislative constraints and new technological and communications developments in retailing emphasise the need for multi-skilled decision makers who can plan, integrate and control retail operations in the constantly changing environment in which retailers operate.

The Retail Foodstore Management Course is designed to improve the personal, operational and management effectiveness of proprietors, managers, supervisors and staff in a wide range of retail food outlets, including:

- Multiple and Independent Supermarkets
- Symbol Groups
- Convenience Stores
- Forecourt Shops
- Newsagents
- Specialist Fresh Food Retailers

Core Subjects:
- Retail Operations
- Management Principles
- Financial Control
- Law

Modules:
- The Retail Environment
- Practical Application of Management Principles
- Department Merchandising
- Stock Control
- Loss Prevention/Security
- Customer Care

Entry Requirements:
Applicants should be at least eighteen years of age and have achieved a standard of education which would enable them to benefit from the course.

Duration:
Two years.

Attendance:
Year 1: Wednesday 7.00-9.30 p.m.
Year 2: Tuesday 7.00-9.30 p.m.

The course subjects and timetable may be subject to change.

How to Apply/Enrol:
Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Course Fee:
€317 (€402) per annum, payable by Bank Giro issued on enrolment.

Examinations:
May 2000.

Career Opportunities:
Management in this sector.

Further Information:
John McGovern.
Tel: 01 402 4220

Location:
DIT Mountjoy Square.
FOUNDATION CERTIFICATE IN MARKETING

This course is aimed at students who are commencing marketing studies. The course examines basic principles in all the subject areas and is designed to be a "student-friendly" introduction to part-time study.

At the end of this course, students will have an understanding of the fundamental principles of marketing and enterprise development. They will have developed an appreciation of the relationship between marketing and other business functions such as finance and personnel.

Year 1
Marketing and Enterprise Development
Economics
Behavioural Aspects of Marketing
Marketing Information Analysis
Written Project

Year 2
Marketing Finance
Marketing Information Analysis 2
International Business
Regulatory Environment for Marketing
Written Project

Irish Leaving Certificate:
a) with one honour (i.e. C3 on Higher level paper) plus four passes (including English and Mathematics)

or

b) with five passes (including English and Mathematics) plus one year's experience or additional course of study. Mature applicants over 21 years are considered by the Education Committee of the Marketing Institute.

Two years.

Attendance:
1st Year: Tuesday 6.30-9.30 p.m. Thursday 6.30-9.30 p.m.
2nd Year: Monday 6.30-9.30 p.m. Wednesday 6.30-9.30 p.m.

The course subjects and timetable may be subject to change.

Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Applicants with an university degree or third level academic qualification may be eligible for exemptions in individual subjects. Further information on exemptions is available directly from The Marketing Institute.
Course Fee: £380 (€482) per year, payable by bank giro. You will be given a bank giro form when you enrol.

You must also register as a student member with The Marketing Institute. This costs £175 (€222). Registration for The Marketing Institute must be made before 22nd October 1999.

Examinations: Examinations for the Foundation Certificate in Marketing are held in May and repeat examinations are held in August each year. Students will be advised of the exact dates well before the examinations take place.

**Examination fees:** One examination/project £32 (€40). Each additional examination/project £12 (€15). A student taking all four examinations and the single project will therefore pay £80 (€101) fees.

Award: On successful completion of the examinations the Marketing Institute awards the graduate of this course the *Foundation Certificate in Marketing.*

Career Opportunities: As with all marketing qualifications, the fields open to the graduates of this course are numerous. Many graduates use their qualifications to get into marketing positions in their own companies, many continue their studies for an additional year and complete the Diploma in Marketing and attempt to expand their career opportunities and choices.

**Foundation Certificate in Marketing**

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Further Information: Mr. Chris Farren, Head of Professional Studies. Tel: 01 402 4124 or 01 402 4135 or The Marketing Institute, South County Business Park, Leopardstown, Dublin 18. Tel: 01 295 2355 Fax: 01 295 2453 Email: mii@iol.ie

Location: DIT Mountjoy Square.
CERTIFICATE IN SELLING

This course is part of the two year Foundation Certificate in Marketing, but is aimed at students who need a thorough understanding of the selling function. It is primarily designed to meet the needs of salespeople who wish to develop their careers.

At the end of the course, students will understand the fundamental principles of marketing and will have gained a thorough knowledge of the major aspects of the selling function and its relationship with marketing and other business disciplines.

Year 1
Marketing and Enterprise Development
Principles of Selling
Behavioural Aspects of Marketing
Marketing Information Analysis 1
Sales Workshop
Written Project

Year 2
Regulatory Environment for Marketing
Practice of Selling
Marketing Finance
Marketing Information Analysis 2
Sales Workshop
Written Project

Entry Requirements:
Irish Leaving Certificate:

a) with one honour (i.e. C3 on Higher level paper) plus four passes (including English and Mathematics)

or

b) with five passes (including English and Mathematics) plus one year’s experience or additional course of study. Mature applicants are considered by the Education Committee of the Marketing Institute.

Two years.

Attendance:
1st Year: Tuesday 6.30-9.30 p.m. Thursday 6.30-9.30 p.m.
2nd Year: Monday 6.30-9.30 p.m. Wednesday 6.30-9.30 p.m.

The course subjects and timetable may be subject to change.

Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00 - 8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Applicants with a university degree or third level academic qualification may be eligible for exemptions in individual subjects. Further information on exemptions is available directly from The Marketing Institute.
Course Fee: £380 (€482) per year, payable by bank giro. You will be given a bank giro form when you enrol.

You must also register as a student member with The Marketing Institute. This costs £175 (€222). Registration for The Marketing Institute must be made before 22nd October 1999.

Examinations: Examinations for the Certificate in Selling are held in May and repeat examinations are held in August each year. Students will be advised of the exact dates well before the examinations take place.

Examination Fees: One examination/project £32 (€40). Each additional examination/project £12 (€15). A student taking all four examinations and the single project will therefore pay £80 (€101) fees.

Award: On successful completion of the examinations, the Marketing Institute awards the graduates of this course the Certificate in Selling. This qualifies the student for entry into the Diploma in Marketing course which can be taken in DIT Mountjoy Square over one year.

Career Opportunities: Students successful in completing the studies and examinations of this course may continue to the Diploma stage of the Marketing Institute’s Graduateship programme. The course leads to enhanced career opportunities within the sales environments of most companies.

Foundation Certificate in Marketing
Two Years

Certificate in Selling
Two Years

Diploma in Marketing
One Year

Graduateship in Marketing
One Year

Further Information: Mr Chris Farren, Head of Professional Studies. Tel: 01 402 4124 or 01 402 4135 or The Marketing Institute, South County Business Park, Leopardstown, Dublin 18. Tel: 01 295 2355. Fax: 01 295 2453 Email: mit@iol.ie

Location: DIT Mountjoy Square.
DIPLOMA IN MARKETING

This course introduces major elements of management and international marketing practice to the student, building on studies undertaken in the Foundation Certificate in Marketing or the Certificate in Selling.

At the end of this course, students will have an understanding of the concepts, empirical findings and methodologies of buyer behaviour, together with a detailed knowledge of promotional mixes. Students will have the ability to apply the theory and practices of sales management and will have an advanced knowledge of international marketing.

Content:

Buyer Behaviour;
Marketing Communications;
Management of Sales and Customer Service;
International Marketing, Management and Strategy;
Computer Workshop.

Entry Requirements:

Successful completion of Stages 1 and 2 studies i.e. the student who has successfully passed either the Foundation Certificate in Marketing or the Certificate in Selling examinations.

Duration:

One year.

Attendance:
Monday 6.30-9.30 p.m.  Wednesday 6.30-9.30 p.m.
The course subjects and timetable may be subject to change.

How to Apply/ Enrol:

Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Applicants with an university degree or third level academic qualification may be eligible for exemptions in individual subjects. Further information on exemptions is available directly from The Marketing Institute.

Course Fee:

£380 (€482) per year, payable by bank giro. You will be given a bank giro form when you enrol.

You must also register as a student member with The Marketing Institute. This costs £175 (€222). Registration for The Marketing Institute must be made before 22nd October 1999.

Examinations:

Examinations for the Diploma in Marketing are held in May and repeat examinations are held in August each year. Students will be advised of the exact dates well before the examinations take place.

Examination fees: One examination/project £32 (€40). Each additional examination/project £12 (€15). A student taking all four examinations and the single project will therefore pay £80 (€101) fees.
On successful completion of the examinations, the Marketing Institute awards the graduates of this course the *Diploma in Marketing*.

Graduates of this course usually take an additional year of studies to complete the Graduateship of the Marketing Institute. As with all qualifications, Diploma holders enhance their career opportunities with the attainment of this qualification.

**Foundation Certificate in Marketing**
- Two Years

**Certificate in Selling**
- Two Years

**Diploma in Marketing**
- One Year

**Graduateship in Marketing**
- One Year

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**Further Information:**
Mr. Chris Farren,
Head of Professional Studies.
Tel: 01 402 4124 or 01 402 4135
or
The Marketing Institute,
South County Business Park,
Leopardstown,
Dublin 18.
Tel: 01 295 2355 Fax: 01 295 2453
Email: mii@iol.ie

**Location:**
DIT Mountjoy Square.
**GRADUATESHIP IN MARKETING**

This course introduces the student to the major marketing specialisms and to the marketing management function.

At the end of this course, students will have examined the major issues in services and business-to-business marketing, gained an understanding of the strategic planning process and have the practical knowledge to deal with logistics problems. Students will have gained a knowledge of the managerial issues in marketing and other business functions.

Services Marketing;
Business-to-Business Marketing;
Marketing Planning and Management;
Logistics Management;
Communications Workshop.

Students must have successfully completed the Diploma in Marketing.

This is the final year of the Graduateship of The Marketing Institute.

Attendance: Monday 6.30-9.30 p.m.
Wednesday 6.30-9.30 p.m.

The course subjects and timetable may be subject to change.

Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Applicants with a university degree or third level academic qualification may be eligible for exemptions in individual subjects. Further information on exemptions is available directly from The Marketing Institute.

£380 (£482) per year, payable by bank giro. You will be given a bank giro form when you enrol.

You must also register as a student member with The Marketing Institute. This costs £175 (£222). Registration for The Marketing Institute must be made before 22nd October 1999.

Examinations for the Graduateship are held in May and repeat examinations are held in August each year. Students will be advised of the exact dates well before examinations take place.

**Examination fees:** One examination/project £32 (£40). Each additional examination/project £12 (£15). A student taking all four examinations and the single project will therefore pay £80 (£101) fees.

**Award:** Graduateship of the Marketing Institute. The Marketing Institute awards this title on successful completion of all examinations and the graduate is entitled to use the letters MMII GRAD after his/her name.
Graduates of this course hold a very diverse range of occupations in every field. Some are marketing directors and managers, others work as brand managers or key account executives in advertising agencies. Many work in a variety of management positions in services and the manufacturing sector. Increasingly, graduates of this prestigious course go on to take further studies later in life and many use their qualification to enrol on Masters Programmes.

- **Foundation Certificate in Marketing**
  - Two Years

- **Certificate in Selling**
  - Two Years

- **Diploma in Marketing**
  - One Year

- **Graduateship in Marketing**
  - One Year

**Further Information:**
Mr. Chris Farren, Head of Professional Studies.
Tel: 01 402 4124 or 01 402 4135
or
The Marketing Institute, South County Business Park, Leopardstown, Dublin 18.
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Email: mii@iol.ie

**Location:**
DIT Mountjoy Square.
MARKETING – AN INTRODUCTION

This one year course provides an introduction to the theory and practice of marketing and qualifies students for entry into higher level study.

This course is aimed at students with little or no knowledge of marketing and other business disciplines. At the end of the course students will be able to apply many of the principles and practices of marketing in their own organisations and will be capable of undertaking further studies in marketing or management.

Content:
Marketing;
Communications;
Behavioural Science;
Accounts/Economics;
Information Technology.

Entry Requirements:
Irish Leaving Certificate.
Mature applicants may be considered.

Duration:
One year.

Attendance: Tuesday 6.30 - 9.30 p.m.
Thursday 6.30 - 9.30 p.m.

The course subjects and timetable may be subject to change.

How to Apply/Enrol:
You will need to register as a student of the Dublin Institute of Technology, Mountjoy Square. Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00 - 8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Course Fee:
€380 (€82) per year, payable by bank giro. You will be given a bank giro form when you enrol.

Career Opportunities:
Many students who complete this course decide to undertake further studies, usually enrolling with the Foundation Certificate in Marketing or the Certificate in Selling courses of the Marketing Institute. On completion of this course, students have a good knowledge of a range of marketing applications and should be capable of applying these in the work situation.

Examinations:
May 2000. Students will be advised of the exact dates well before examinations take place.

Further Information:
Mr. Chris Farren,
Head of Professional Studies.
Tel: 01 402 4124 or 01 402 4135

Location:
DIT Mountjoy Square.
M582

THE SALES REPRESENTATIVE COURSE

Description: A career in selling can be very attractive, both financially and in terms of job satisfaction and promotion prospects. This course targets those salespeople who want to excel in their profession. At the end of the course students will:

(1) have a high degree of self confidence in their ability to close sales
(2) know a comprehensive range of selling techniques and practices to enable them to function effectively in any sales position
(3) understand the relationship between marketing and the other major business functions.

Content: The course is divided equally between practical sales skills and studies of sales-related topics including marketing, communications, business-to-business marketing and customer relationship management.

Two Saturday workshops will comprise an essential element of the course.

Entry Requirements: Irish Leaving Certificate:

a) with one honour (i.e. C3 on Higher level paper) plus four passes (including English and Mathematics)

or

b) with five passes (including English and Mathematics) plus one year's experience or additional course of study.

Mature applicants may be considered.

Duration: One year.

Attendance: Tuesday 6.30-9.30 p.m.; Thursday 6.30-9.30 p.m. The course subjects and timetable may be subject to change.

How to Apply/Enrol: Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00 - 8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

Course Fee: £380 (€482) per year, payable by bank giro. You will be given a bank giro form when you enrol.

Examinations: May 2000. Students will be advised of the exact dates well before examinations take place.

Career Opportunities: Students successful in completing the studies involved in this course dramatically enhance their career prospects in sales.

Further Information: Mr. Chris Farren,
Head of Professional Studies.
Tel: 01 402 4124 or 01 402 4135

Location: DIT Mountjoy Square,
NATIONAL DIPLOMA IN BUSINESS STUDIES (IN MANAGEMENT STUDIES)

This highly regarded Diploma Course is for students who intend making their careers in professional management. The course is offered in conjunction with the Irish Management Institute.

On completion of this course students will be able to make a full contribution to the growth of their organisations by bringing managerial knowledge and expertise to the day-to-day and long term conduct of commercial and organisational affairs.

Year 1
- Accounting and Finance
- The Management Process
- Organisation Behaviour
- Information Systems
- Marketing
- Economics

Year 2
- Accounting
- Personnel
- Organisation Behaviour
- Information Systems
- Business Law
- Economics

Holders of the IMI Certificate in Supervisory Management who have seven years’ work experience

or

National Certificate in Business Studies graduates

or

holders of a national certificate in any discipline other than business studies who have three years’ work experience.

Two years.
Attendance: Tuesday 6.30 - 9.30 p.m.; Thursday 6.30 - 9.30 p.m.
The course subjects and timetable may be subject to change.

You will need to register as a student of the Dublin Institute of Technology, Mountjoy Square. Students may enrol for the course from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September, 6.00-8.00 p.m. at DIT Mountjoy Square. Places on this course are allocated in order of enrolment.

You must also register as a student member with the Irish Management Institute before 26th November 1999.

£380 (€482) per year, payable by bank giro.
You will be given a bank giro form when you enrol.
In addition, you will have to pay a student membership of the Irish Management Institute which will cost you £230 (€292). If you are already a member the fee is £185 (€235).
Examination fees are £125 (€158).
Award: National Diploma in Business Studies, Irish Management Institute

Career Opportunities: Graduates of this course are expected to occupy managerial positions in the public and private sector at all levels of management. Many graduates continue their studies to degree level.

Further Information: Mr. Chris Farren, Head of Professional Studies. Tel: 01 402 4124 or 01 402 4135 or Ms Janet Moffett, Programme Administrator, Irish Management Institute, Clonard, Sandyford Road, Dublin 16. Tel: 01 207 8434 Fax: 01 295 3723

Location: DIT Mountjoy Square.
INTERNET ‘A TO Z’

This innovative course is aimed at those who have heard what Internet can do for them and want to find out more.

Attendance on this course will ensure that students have a thorough understanding of Internet as a medium for communication and as a source of information for business, academic or recreational pursuits.

Overview of Internet;
Model of Internet as an Information System;
Finding Information on Internet using Directories or Search Engines;
Electronic Mail;
Usernet News;
File Transfer Protocol;
Gopher;
World Wide Web;
Publishing on the Web (creating Web pages).

Ten weeks.

Attendance: Wednesday 6.30-9.30 pm
The course subjects and timetable may be subject to change.

The course is run three times each academic year. The courses commence in October 1999, January 2000 and March 2000.

Enrolment for the October course takes place in the Dublin Institute of Technology, Mountjoy Square from Monday 6th to Thursday 9th September and Monday 13th to Thursday 16th September 1999, 6.00-8.00 pm. Places on this course are allocated in order of enrolment.

Tuition fees are £125 (€158), payable by bank giro. You will be given a bank giro form when you enrol.

Mr Chris Farren,
Head of Professional Studies.
Tel: 01 402 4124 or 01 402 4135

DIT Mountjoy Square.
Faculty of Engineering

FACULTY DIRECTOR
Mr. F. M. Brennan

TELEPHONE
(01) 402 3000

FAX
(01) 402 3999
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FOUNDATION COURSE IN ENGINEERING

The aim of this course is to enable students who already hold a relevant Technician Diploma qualification at Pass or Merit (Lower Division) levels to proceed to a degree in one of four engineering disciplines by means of part-time study.

**Three** subjects from the second year of the full-time course are studied for **one** academic year. For students who intend to specialise in any one of Mechanical, Manufacturing or Building Services Engineering these subjects are:

- Mathematics and Statistics
- Fluid Mechanics
- Thermodynamics.

For students who intend to specialise in Structural Engineering these subjects are:

- Mathematics and Statistics
- Fluid Mechanics
- Mechanics of Materials II.

The Foundation year is for applicants who hold an appropriate Technician Diploma at Merit (Lower Division) or Pass level. Applicants with a Distinction or Merit (Upper Division) in their Diploma are allowed direct entry to the first year. Following successful completion of the Foundation Course students will complete three years of part-time study for the award of a Degree in Engineering.

**Note:** Merit (Upper Division) is the level of award when the average mark lies in the range of 60-69%. Merit (Lower Division) is the level of award when the average mark lies in the range of 50-59%.

One year, three evenings per week.

Postal applications taken on enclosed form or attendance at enrolment sessions in September.

£431 (€547).

Examinations are held at the end of each academic year in the subjects taken during that year. Repeat examinations are held in early September.

DIT Certificate of Completion.

Department of Engineering Technology.

DIT Bolton Street.
DEGREE IN ENGINEERING

This course is taken over three academic years. Currently it is possible to specialise in one of the following engineering disciplines:

- Mechanical Engineering
- Structural Engineering
- Building Services Engineering
- Manufacturing Engineering.

A typical study pattern is as follows:

In the first year five subjects from the third year of the full-time course are studied. In the second year the remaining third year subjects are taken together with two subjects (one of which will be Mathematics) from the final year of the full-time course. In the third year the remaining Final Year subjects are taken together with the project. Detailed timetables are available.

Entry Requirements:

(a) A Pass in the Foundation Course (B740) or (b) a Distinction or Merit (Upper Division) in the DIT/NCEA Technician Diploma in a relevant discipline.

Duration:

Three years – late afternoon and evening three or four days per week (depending on the chosen discipline).

How to Apply/Enrol:

Postal application taken on enclosed form or attendance at enrolment sessions in September.

Course Fee:

£733 (£931) including DIT examination fee.

Examinations:

Examinations are held at the end of each academic year in the subjects taken during that year. The examination papers are the same as for the full-time degree students. Repeat examinations are held in early September.

Award:

BSc(Engineering) of Dublin Institute of Technology.

Career Opportunities:

Engineering and Management positions in Manufacturing, Service Industries and Management/Engineering Consultancy.

Further Information:

Department of Engineering Technology.

Location:

DIT Bolton Street.
CIVIL ENGINEERING TECHNICIAN CERTIFICATE AND DIPLOMA

To prepare students for a Technician Certificate/Diploma in Civil Engineering and to meet the academic requirements for technician/technician engineer status with the Institution of Engineers of Ireland.

Stage 1 – Mathematics, engineering science, mechanics, drawing, complementary studies, building technology and engineering materials, surveying, computing.

Stage 2 – Mathematics, complementary studies, concrete/geology and soil mechanics, construction services and supplies, planning/administration, structural design and detailing, surveying.

Stage 3 – (Fifth and sixth years) Diploma stage. This stage offers options in municipal, structural and environmental engineering.

Irish Leaving Certificate or equivalent with passes in Mathematics, a science subject (preferably Physics), English and two other subjects, or a Senior Trade Certificate with suitable endorsement subjects. Students are expected to be already suitably employed in Civil Engineering.

Four years to Certificate stage, six years to Diploma stage.

Attendance: Four evenings per week, with one alternative day class available.

Postal application taken on enclosed form or attendance at enrolment sessions in September.

£431 (£547) per year.

Examinations in each subject at the end of each session/year.

Technician Certificate/Diploma in Civil Engineering

Employment as a technician in Municipal, Structural or Environmental Engineering.

Department of Engineering Technology.

DIT Bolton Street.
# B744 BUILDING SERVICES ENGINEERING TECHNICIAN CERTIFICATE AND DIPLOMA

**Description:**
To prepare students for the above Certificate and Diploma awards and to meet the academic requirements for technician/technician engineer status with the Institution of Engineers of Ireland.

**Content:**
- **Stage 1** – Mathematics, mechanics, engineering science, drawing, instrumentation and materials, building construction and services, complementary studies, computing.
- **Stage 2** – Mathematics, electro-technology and instrumentation, environmental engineering, complementary studies, environmental plant design, thermal and fluid plant, lighting, acoustics and water services, computing.
- **Stage 3** – Mathematics, management studies, electrotechnology and controls, lighting and acoustics, environmental engineering, air conditioning and refrigeration, heating and combustion, computing project.

**Entry Requirements:**
Irish Leaving Certificate or equivalent with passes in Mathematics, a science subject (preferably Physics) and two other subjects or a Senior Trade Certificate with suitable endorsement subjects. Students are expected to be already suitably employed in building services engineering before commencing the course.

**Duration:**
Four years to Certificate stage, six years to Diploma stage.

**How to Apply/Enrol:**
Postal application taken on enclosed form or attendance at enrolment sessions in September.

**Course Fee:**
£431 (€547)

**Examinations:**
Examination in each subject at the end of each session.

**Award:**
**Technician Certificate/Diploma in Building Services Engineering** of Dublin Institute of Technology.

**Career Opportunities:**
Employment as a technician in the building services or refrigeration industries.

**Further Information:**
Department of Engineering Technology.

**Location:**
DIT Bolton Street.
MECHANICAL ENGINEERING TECHNICIAN CERTIFICATE AND DIPLOMA

To prepare students for the above awards and to meet the academic requirements for technician or technician engineer status with the Institution of Engineers of Ireland.

**Stage 1** – Mathematics, engineering science, mechanics, drawing, instrumentation and materials, workshop technology, complementary studies, computing.

**Stage 2** – Mathematics, electrotechnology and instrumentation, complementary studies, design and materials production technology, mechanics, thermal and fluid plant, computing.

**Stage 3** – At this stage two options are offered:

(a) Manufacturing

(b) Plant.

Irish Leaving Certificate or equivalent with passes in Mathematics, a science subject (preferably Physics), English, and two other subjects, or a Senior Trade Certificate with suitable endorsement subjects. Students are expected to be already suitably employed in Mechanical Engineering before commencing the course.

Four years to Certificate stage, six years to Diploma stage.

Attendance: Four evenings per week, with one alternative day class available.

Postal application taken on enclosed form or attendance at enrolment sessions in September.

£431 (€547)

Examination in each subject at the end of each session.

**Technician Certificate/Diploma in Mechanical Engineering**

Employment as a technician in Mechanical Engineering, with specialisation (at Diploma stage) in either manufacturing or process instrumentation.

Department of Engineering Technology.

DIT Bolton Street.
<table>
<thead>
<tr>
<th><strong>B748</strong></th>
<th><strong>CERTIFIED MANUFACTURING TECHNOLOGIST</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description:</strong></td>
<td>To assist students prepare for the Manufacturing Engineering Part I examination of the Society of Manufacturing Engineers. This course is suitable for technicians, supervisors, production managers and engineers engaged in manufacturing. It leads to the award of Certified Manufacturing Technologist (C. Mfg.T).</td>
</tr>
<tr>
<td><strong>Content:</strong></td>
<td>A review of manufacturing engineering fundamentals including applied mechanics, materials, quality control, management, computer applications, automation, manufacturing processes, engineering design.</td>
</tr>
<tr>
<td><strong>Entry Requirements:</strong></td>
<td>Two or more years manufacturing engineering experience and/or third level engineering education.</td>
</tr>
<tr>
<td><strong>Duration:</strong></td>
<td>Two evenings per week for one year.</td>
</tr>
<tr>
<td><strong>How to Apply/Enrol:</strong></td>
<td>Postal application on enclosed form or attendance at enrolment sessions in September.</td>
</tr>
<tr>
<td><strong>Course Fee:</strong></td>
<td>£380 (£482)</td>
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<tr>
<td><strong>Examinations:</strong></td>
<td>Manufacturing Engineering Part I Examination of the Society of Manufacturing Engineers.</td>
</tr>
<tr>
<td><strong>Award:</strong></td>
<td><strong>Certified Manufacturing Technologist Award</strong> (Society of Manufacturing Engineers).</td>
</tr>
<tr>
<td><strong>Career Opportunities:</strong></td>
<td>For those already engaged in manufacturing industry, this course is designed to improve the promotional potential of candidates.</td>
</tr>
<tr>
<td><strong>Further Information:</strong></td>
<td>Department of Engineering Technology.</td>
</tr>
<tr>
<td><strong>Location:</strong></td>
<td>DIT Bolton Street.</td>
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</tbody>
</table>
REFRIGERATION ENGINEERING TECHNICIAN

To prepare students for the City and Guilds of London Institute examinations in the Science and Technology of Refrigeration (2570).

1st year – Engineering science and mathematics, refrigeration processes and plant, safety, materials and drawing.

2nd year – Refrigeration technology, refrigeration plant, refrigeration and A.C. applications.

Irish Leaving Certificate in five subjects, or equivalent.

Three evenings per week for two years.

Postal application taken on enclosed form or attendance at enrolment sessions in September.

£380 (£482)

City and Guilds of London Institute examination (2570).

City and Guilds of London Institute (2570).

This course is designed for technicians already employed in the refrigeration engineering industry, to broaden their employment potential and scope.

Department of Engineering Technology.

DIT Bolton Street.
MSc IN APPLIED COMPUTING FOR TECHNOLOGISTS

This programme is a two year part-time course leading to a Master of Science degree. It is specifically aimed at candidates holding a professional qualification or equivalent in the engineering or related disciplines. The course is aimed at providing graduates with a high level of applied computing skills. The successful graduates will be able to apply and develop these technologies successfully in their own professional areas.

Content:
There are six taught modules:
- Operating systems, networks and communications (10 Credits)
- Software engineering (10 Credits)
- Information systems (10 Credits)
- Numerical methods (10 Credits)
- Computer aided design (10 Credits)
- Image processing and graphics (10 Credits)

Students will be required to complete a research dissertation in addition to the six taught modules (30 Credits).

Entry Requirements:
A minimum Second Class Honours degree in engineering or a related discipline.

Duration:
Two years and a minimum of one academic term for the Master of Science award. The course will start in the first week of October. Students will normally be required to attend for 9 hours per week for formal classes. The first year programme will be delivered on Tuesday and Thursday evenings. The second year of the programme will be delivered on Monday and Wednesday evenings. Students should note that they will be required to attend on other occasions at other times. Students are advised that they should have access to computer facilities outside the Institute.

How to Apply/Enrol:
Application forms and details are available from the Office of Graduate Studies and Research. Formal offers for this course will be made in September. Late applications will only be accepted in exceptional circumstances and subject to the availability of places.

Course Fee:
£770 (€977)

Examinations:
There is a formal examination and two assignments in each taught module. The dissertation will be assessed on the research work and the presentation of the thesis.

Award:
Graduates are eligible for the award of Master of Science in Applied Computing for Technologists of Dublin Institute of Technology.

Career Opportunities:
This course will provide engineers and technologists with a strategic understanding of applied computing. It will equip the successful graduate for a career as computing specialist in engineering, technology or the computing industry. The graduates of this course have been particularly successful in gaining employment in the IT industry in Ireland.
Further Information:
Mr. John Turner,
Faculty of Engineering.
Tel: 353 1 402 3654  Fax: 353 1 402 3999
Email: john.turner@dit.ie

or
Office of Graduate Studies and Research,
Dublin Institute of Technology,
Fitzwilliam House,
30 Upper Pembroke Street,
Dublin 2, Ireland.
Tel: 353 1 402 3400  Fax: 353 1 402 3393
Email: postgraduate@dit.ie
Web: http://www.dit.ie/ditweb/
DIT Bolton Street.
*Subject to confirmation.*
COMPUTING TECHNOLOGY

The Faculty of Engineering offers a three-year Certificate course in Technology on a part-time basis. This course is aimed at students who wish to obtain a formal qualification in computing technology. The courses ensure sound academic principles together with practical applications.

The course is split into three distinct specialities:

- **Computer Programming (B775)**
- **Computer Aided Design (B785)**
- **Computer Applications (B795)**

**B775**

**Description:**

**Content:**

**COMPUTER PROGRAMMING**

This course covers the fundamental principles of computer hardware, software and programming, principles of information systems and quantitative methods.

**Year 1**

- **Computer Systems:** Computer architecture, software systems, fundamentals of computer systems, computer applications.
- **Computer Programming:** Introduction to BASIC programming, program design, language fundamentals, coding and compilation, project work.
- **Information System:** Information management, data presentation, report generation, word processing, databases, spreadsheets.
- **Quantitative methods:** Introduction to statistics, mathematical applications, problem solving, problem definition.

**Year 2**

The following subjects are covered in this year of the course: principles of Software development and program design, the operating systems, computer networks and communications.

- **Program Design I:** Programme life cycle, structured diagrams, flow charts, pseudo code.
- **Software Development I:** Testing, programme design methods, programming theory, C language.
- **Operating Systems:** File structure, systems management, project work.
- **Networks and Communications:** Network configuration, network software and hardware, network operating systems, protocols.

**Year 3**

The following subjects are covered in this year of the course: software development and program design at Certificate level, object oriented design and systems analysis. These subjects are covered at Certificate level.
Software Development II: Software engineering, graphical user interfaces, software life cycle, project work.

Program Design II: Coding techniques, documentation, C language.

Object Oriented Systems: Object oriented design, object oriented software, object oriented programming, visual basic.

Graphical User Interfaces: Requirement and systems specifications, interface design and testing, project management.

Year 1
(a) The Leaving Certificate or equivalent in at least five subjects including including Mathematics and Irish or English. Copies of certificates must be enclosed with the application form.
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.

Note 1: Consideration will only be given to fully completed application forms which include the required documentation. Applicants may be called for interview.

Note 2: There is a limited number of places and selection will be on the following basis:
Applications received before the closing date.
Leaving Certificate or equivalent.
Relevant experience.
Applicants should include the necessary information with the application form.

Note 3: A limited number of places will be reserved for applicants who do not have a Leaving Certificate but who have considerable work experience.

Year 2
(a) Completion of B775 Year 1 or equivalent.
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.
(e) Exemption from first year subjects will only be given on the basis of equivalent certifiable attainment in the particular subjects for which exemption is sought.
Note 1: Consideration will only be given to fully completed application forms which include the required documentation. Applicants may be called for interview.

Year 3
(a) Completion of B775 Year 2 or equivalent.
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.
(e) Exemption from second year subjects will only be given on the basis of equivalent certifiable attainment in the particular subjects for which exemption is sought.
(f) Exemptions are not available in the third year.

Note 1: Consideration will only be given to fully completed application forms which include the required documentation. Applicants may be called for interview.

Duration:
Three years.

Year 1
Students are required to attend two nights per week for the academic year.

Timetable

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Year 2
Students are required to attend two nights per week for the academic year.

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Year 3
Students are required to attend two nights per week for the academic year.

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Application forms are available from the Registrations Office. The completed applications may be sent by post to:
Registrations Office,
DIT, Bolton St.,
Dublin 1.
Forms should be received before 1st September 1999.

£431 (€547)

Formal examinations will be held in May/June each year. Students will be required to complete project work and continuous assessment during the academic year.

Supplementary examinations will be held in September for those students eligible to repeat examinations.

Students are prepared for the DIT examinations for the Certificate in Technology.

Students who successfully complete this course will be awarded the Certificate in Technology of Dublin Institute of Technology.

Mr. John Turner,
Department of Computing.
Tel: 353 1 402 3654  Fax: 353 1 402 3999
DIT Bolton Street.
COMPUTER AIDED DESIGN

This course covers the fundamental principles of computer hardware, software and programming, principles of information systems and quantitative methods.

**Year 1**

**Computer Systems:** Computer architecture, software systems, fundamentals of computer systems, computer applications.

**Computer Programming:** Introduction to BASIC programming, program design, language fundamentals, coding and compilation, project work.

**Information System:** Information management, data presentation, report generation, word processing, databases, spreadsheets.

**Quantitative methods:** Introduction to statistics, mathematical applications, problem solving, problem definition.

**Year 2**

The following subjects are covered in this year of the course: principles of 2 Dimensional CAD and CAD Systems, the operating systems, computer networks and communications.

**2 Dimensional CAD:** Drawing layout, file management, drawing editing and manipulation, plotting and printing.

**CAD Systems:** CAD software, project management, system integration, hardware configuration.

**Operating Systems:** File structure, systems management, project work.

**Networks and Communications:** Network configuration, network software and hardware, network operating systems, protocols.

**Year 3**

The following subjects are covered in this year of the course: solid modelling, 3 dimensional CAD, CAD customisation and CAD programming. These subjects are covered at Certificate level.

**Solid modelling:** Animation, model output and integration, project work.

**3 Dimensional CAD:** Wireframes, 3D systems, project work.

**CAD Customisation:** Site customisation, command customisation, customisation of the AutoCAD interface, menu customisation.

**CAD Programming:** Programming, autolisp, functions, data exchange, image manipulation.

**Entry Requirements:**

(a) The Leaving Certificate or equivalent in at least five subjects including including Mathematics and Irish or English. *Copies of certificates must be enclosed with the application form.*
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.

**Note 1:** Consideration will only be given to fully completed application forms which include the required documentation. Applicants may be called for interview.

**Note 2:** There is a limited number of places and selection will be on the following basis:
Applications received before the closing date.
Leaving Certificate or equivalent.
Relevant experience.
Applicants should include the necessary information with the application form.

**Note 3:** A limited number of places will be reserved for applicants who do not have a Leaving Certificate but who have considerable work experience.

**Year 2**
(a) Completion of B785 Year 1 or equivalent.
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.
(e) Exemption from first year subjects will only be given on the basis of equivalent certifiable attainment in the particular subjects for which exemption is sought.

**Note 1:** Consideration will only be given to fully completed application forms which include the required documentation. Applicants may be called for interview.

**Year 3**
(a) Completion of B785 Year 2 or equivalent.
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.
(e) Exemption from second year subjects will only be given on the basis of equivalent certifiable attainment in the particular subjects for which exemption is sought. Exemptions are not available in the third year.

**Note 1:** Consideration will only be given to fully completed application forms which include the required documentation. Applicants may be called for interview.

Three years.

**Year 1**
Students are required to attend two nights per week for the academic year.

**Timetable**

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**Year 2**
Students are required to attend two nights per week for the academic year.

**Timetable**

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**Year 3**
Students are required to attend two nights per week for the academic year.

**Timetable**

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Application forms are available from the Registrations Office. The completed applications may be sent by post to:

Registrations Office,
DIT, Bolton St.,
Dublin 1.

Forms should be received before 1st September 1999.
Course Fee:
£431 (£547)

Examinations:
Formal examinations will be held in May/June each year. Students will be required to complete project work and continuous assessment during the academic year.

Supplementary examinations will be held in September for those students eligible to repeat examinations.

Students are prepared for the DIT examinations for the Certificate in Technology.

Students who successfully complete this course will be awarded the Certificate in Technology of Dublin Institute of Technology.

Mr. John Turner,
Department of Computing,
Tel: 353 1 402 3654 Fax: 353 1 402 3999

DIT Bolton Street.
COMPUTER APPLICATIONS
This course covers the fundamental principles of computer hardware, software and programming, principles of information systems and quantitative methods.

Year 1

**Computer Systems:** Computer architecture, software systems, fundamentals of computer systems, computer applications.

**Computer Programming:** Introduction to BASIC programming, program design, language fundamentals, coding and compilation, project work.

**Information System:** Information management, data presentation, report generation, word processing, databases, spreadsheets.

**Quantitative methods:** Introduction to statistics, mathematical applications, problem solving, problem definition.

Year 2
The following subjects are covered in this year of the course: technical document management and data systems, operating systems, computer networks and communications.

**Technical Document Management:** File management, desktop publishing, HTML, presentation, document exchange.

**Data Systems:** Spreadsheets, Windows applications, charting and graphics, data analysis.

**Operating Systems:** File structure, systems management, project work.

**Networks and Communications:** Network configuration, network software and hardware, network operating systems, protocols.

Year 3
The following subjects are covered in this year of the course: internet graphics systems, data management and data analysis. These subjects are covered at Certificate level.

**Internet:** Local area networks, World Wide Web, HTML editing tools, Web servers.

**Graphics Systems:** Computer graphics basics, bitmap files, image processing, large format printing.

**Data Management:** Relational database technology, database technology, SQL, report generation.

**Data Analysis:** Functions and formulae solving complex problems, creating a custom user interface, working with other applications - OLE, DDE.)
Year 1
(a) The Leaving Certificate or equivalent in at least five subjects including Mathematics and Irish or English. *Copies of certificates must be enclosed with the application form.*
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.

Year 2
(a) Completion of B795 Year 1 or equivalent.
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.
(e) Exemption from first year subjects will only be given on the basis of equivalent certifiable attainment in the particular subjects for which exemption is sought.

Note 1: Consideration will only be given to fully completed application forms which include the required documentation. Applicants may be called for interview.

Year 3
(a) Completion of B795 Year 2 or equivalent.
(b) Be at least 20 years of age. (A copy of birth certificate may be required).
(c) Students must have access to a Windows based personal computer or equivalent. Students should enclose supporting documentation regarding the type of computer and access available with the application form.
(d) Completed application form.
(e) Exemption from second year subjects will only be given on the basis of equivalent certifiable attainment in the particular subjects for which exemption is sought.
(f) Exemptions are not available in the third year.

Note 1: Consideration will only be given to fully completed application forms which include the required documentation. Applicants may be called for interview.
Duration: Three years.

Year 1
Students are required to attend two nights per week for the academic year.

Timetable

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Year 2
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How to Apply/Enrol:
Application forms are available from the Registrations Office. The completed applications may be sent by post to:
Registrations Office,
DIT, Bolton St.,
Dublin 1.
Forms should be received before 1st September 1999.

Course Fee:
£431 (£547)

Examinations:
Formal examinations will be held in May/June each year. Students will be required to complete project work and continuous assessment during the academic year.
Supplementary examinations will be held in September for those students eligible to repeat examinations.
Students are prepared for the DIT examinations for the Certificate in Technology.

Students who successfully complete this course will be awarded the Certificate in Technology of Dublin Institute of Technology.

Mr. John Turner,
Department of Computing.
Tel: 353 1 402 3654 Fax: 353 1 402 3999

DIT Bolton Street.
MMA AND OXY-ACETYLENE COURSE – WELDING

Description: To enable students to achieve EN287 standard on the MMA and Oxy-acetylene Welding course.

Content: Introduction, safety with regard to dress/behaviour in the workshop and on site, welding joints and positions, welding terminology, welding equipment and accessories, practical welding of the standard joints with the manual metal arc and oxy-acetylene processes. Visual and destructive testing relevant to the standards required.

Entry Requirements: Employment in an engineering or allied trade.

Duration: Twenty weeks – one evening per week (7-10 pm.).

How to Apply/Enrol: Please note that entry to this course is by interview only in September. Suitable for those interested in welding.

Course Fee: €265 (£336)

Examinations: Practical tests conducted by Enterprise Ireland.

Award: Welder Approval Certificate to EN287 (EN – European Norm) Enterprise Ireland.

Career Opportunities: Advancement within the fabrication and welding industry.

Further Information: Department of Metal Fabrication and Plumbing.

Location: DIT Bolton Street.
GAS SHIELDED ARC WELDING

To enable students to achieve EN287 standard or ASME IX standard or BS4872 standard on mild steel, stainless steel or aluminium using the MIG/MAG or TIG welding processes.

Introduction, safety with regard to dress/behaviour in the workshop and on site, welding joints and positions, welding terminology, welding equipment and accessories, practical welding of the standard joints on mild steel, stainless steel, and aluminium using the MIG/MAG and TIG processes. Visual and destructive testing relevant to the standards required.

Craftspersons and senior apprentices employed in an engineering or allied trade preferably with some welding experience.

Twenty weeks – one evening per week (7-10 pm.).

Please note that entry to this course is by interview only in September. Suitable for those seeking to gain advanced welding qualifications on particular methods.

£265 (€336)

Practical tests conducted by Enterprise Ireland.

Welder Approval Certificate to EN287 or ASME IX (EN – European Norm) Enterprise Ireland.

Advancement within the fabrication and welding industry.

Department of Metal Fabrication and Plumbing.

DIT Bolton Street.
MMA ADVANCED PLATE AND PIPE WELDING

To enable students to achieve EN287 standard or ASME IX standard or BS4872 standard on mild steel plate and pipe sections using the manual arc and TIG welding processes.

Introduction, safety with regard to dress/behaviour in the workshop and on site, welding joints and positions, welding terminology, welding equipment and accessories, practical welding of the standard joints on mild steel plate and pipe sections, using a combination of TIG and MMA welding processes. Visual and destructive testing relevant to the standards required.

Entry Requirements: Craft-persons and senior apprentices employed in an engineering or allied trade preferably with some welding experience.

Duration: Twenty weeks – one evening per week (7-10 pm.). Please note that entry to this course is by interview only in September. Suitable for those seeking to gain advanced welding qualifications on either plate or pipe sections.

Course Fee: £265 (€336)

Examinations: Practical tests conducted by Enterprise Ireland.

Award: Welder Approval Certificate to EN287 or ASME IX (EN – European Norm) Enterprise Ireland.

Career Opportunities: Advancement within the fabrication and welding industry.

Further Information: Department of Metal Fabrication and Plumbing.

Location: DIT Bolton Street.
PIPE FABRICATION

To enable students to read, interpret, draw and fabricate pipe line assemblies and intersections.

Drawing, parallel line development, workshop safety, oxy-fuel gas cutting, drilling, forming and welding.

Craftsmen and senior apprentices employed in an engineering or allied trade.

Twenty weeks – one evening per week (7-10 p.m.).

Please note that entry to this course is by interview only in September. Suitable for those seeking to gain more knowledge and experience relevant to pipe fabrication.

£317 (£402)

Drawing paper and practical.

DIT Certificate.

Advancement in the fabrication industry.

Department of Metal Fabrication and Plumbing.

DIT Bolton Street.

INSPECTION AND TESTING (NDT)

To gain an understanding and knowledge of non-destructive testing methods as is used in the Fabrication and Welding Industry.

Theory of processes and practical use of the main non-destructive testing methods such as: visual examination, magnetic particle inspection, dye penetrant inspection, ultrasonic inspection and x-ray inspection.

Craftsmen and Senior Apprentices employed in the Fabrication/Welding industry or allied trades, preferably with a welding qualification.

Twenty weeks – one evening per week (7-10 p.m.).

Please note that entry to this course is by interview only in September. Suitable for those seeking more knowledge and experience relevant to inspection and testing.

£317 (£402)

Written and Practical.

Advancement in the Fabrication and Welding Industry.

Department of Metal Fabrication and Plumbing.

DIT Bolton Street.
B126  
**WELDING REPAIR AND MAINTENANCE**  
**Description:** To enable students to repair and maintain components on various classes of materials.  
**Content:** Introduction, safety with regard to dress/behaviour in the workshop and on site, welding and cutting processes, soldering and brazing processes, metal powder spraying, materials methods of joining dissimilar materials, welding terminology.  
**Entry Requirements:** Craftspersons and senior apprentices employed in an engineering or allied trade.  
**Duration:** Twenty weeks – one evening per week (7-10 pm.).  
**How to Apply/Enrol:** Please note that entry to this course is by interview only in September. Suitable for those seeking to gain more knowledge and experience relevant to welding repair and maintenance.  
**Course Fee:** £317 (€402)  
**Examinations:** Written and practical including in-course assessments.  
**Award:** DIT Certificate.  
**Career Opportunities:** Advancement in the fabrication and welding industry.  
**Further Information:** Department of Metal Fabrication and Plumbing.  
**Location:** DIT Bolton Street.

B127  
**ART METAL CASTING**  
**Description:** To introduce artists and sculptors involved in making statuary and objets d’art to good design practice in casting brass, bronze and aluminium.  
**Content:** Casting of brass, bronze and aluminium.  
**Entry Requirements:** Those involved in artistic work.  
**Duration:** Eight weeks – one evening per week.  
**How to Apply/Enrol:** Please note that entry to this course is by interview only in September. Suitable for those seeking to gain knowledge of casting techniques.  
**Course Fee:** £170 (€216)  
**Further Information:** Department of Metal Fabrication and Plumbing.  
**Location:** DIT Bolton Street.
CERTIFICATE IN QUALITY ASSURANCE (PART 1)

(i) To meet the needs of personnel charged with the responsibility of quality control/assurance.

(ii) To raise the awareness of the importance of all aspects of quality in both the manufacturing and service industry.

Part I
The function of quality assurance.
Setting and using purchase and manufacturing specifications.
Inspection and testing.
Sampling inspection – 1.
Presentation and interpreting frequency distribution and quality control charts.
Operating quality control systems.

Entry Requirements:
Senior Trade Certificate with two endorsements (Department of Education and Science) or technician certificate. Mature candidates with suitable relevant experience may also apply.

Duration:
One year, one evening per week (7-10 pm.) for each part.

How to Apply/Enrol:
Please note that entry to this course is by interview only in September. Suitable for craftspersons, technicians and management personnel.

Course Fee:
£265 (£336)

Examinations:
One written paper for each part.

Award:
Certificate in Quality Assurance (Part 1)
City and Guilds of London Institute.

Career Opportunities:
Progress within Quality Assurance field.

Further Information:
Department of Engineering Trades.

Location:
DIT Bolton Street.
B1382

CERTIFICATE IN QUALITY ASSURANCE (PART 2)

Description:
(i) To meet the needs of personnel charged with the responsibility of quality control/assurance.
(ii) To raise the awareness of the importance of all aspects of quality in both the manufacturing and service industry.

Content:
Part II
Costing.
Designing quality control systems.
Sampling inspections – 2.
Analysing frequency distribution.
Managing quality assurance systems.
Using computers for the control of quality.
Evaluating and Predicting Reliability.
Designing and using quality control charts.

Entry Requirements:
Must have successfully completed Part I of the Certificate in Quality Assurance.

Duration:
One year, one evening per week (7-10 pm.) for each part.

How to Apply/Enrol:
Please note that entry to this course is by interview only in September. Suitable for craftspersons, technicians and management personnel.

Course Fee:
£265 (€336)

Examinations:
One written paper for each part.

Award:
Certificate in Quality Assurance (Part 2)
City and Guilds of London Institute.

Career Opportunities:
Progress within Quality Assurance field.

Further Information:
Department of Engineering Trades.

Location:
DIT Bolton Street.
CERTIFICATE IN QUALITY MANAGEMENT

The course aims:
(a) To give students an understanding of general management principles and the management of quality.
(b) To explain the methodology of quality improvement and in particular the various tools and techniques for analysis.
(c) To carry out a project on a relevant aspect of quality assurance.

Basic Concepts, Definitions, Management, Problem Solving and Quality Improvement, Service/Product Quality, Financial Aspects, Quality Development, Project.

Successful completion of the Certificate in Quality Assurance (City and Guilds of London Institute Part 2). Mature applicants with relevant experience, managers and supervisors working with quality control/assurance departments may also apply.

One year, one evening per week – Wednesday (7 to 10 pm).

Please note that entry to this course is by interview only in September.

£265 (€336)

One written paper and successfully completed project.


Management and supervisory appointments in QA/QC departments of the manufacturing/service industries.

Mr. Denis McGrath.
Tel: 01 402 3840

DIT Bolton Street.
B1392

DIPLOMA IN QUALITY MANAGEMENT

Description: The course aims to provide a career path for students who have successfully completed the certificate course in Quality Management and to enhance their prospects of middle management appointments.

Content: Standards, Quality Audits, Statistical Process Control (SPC), Communications, Team Building, Empowerment Theory, Problem Solving, Management and Management Functions, Quality Information Systems, Quality Assurance Legislation.

Duration: One year, one evening per week – Tuesday (7 to 10 pm).

Entry Requirements: Certificate in Quality Management (QA) or equivalent. Management and supervisory personnel working in quality assurance departments in industry may also apply.

How to Apply/Enrol: Please note that entry to this course is by interview only in September.

Course Fee: £265 (€336)

Examinations: One written paper and oral presentation of written project.

Award: Diploma in Quality Management. (Excellence Ireland).

Career Opportunities: Middle Management appointments in QC/QA departments, industrial/commercial organisations.

Further Information: Mr. Denis McGrath.

Tel: 01 402 3840

Location: DIT Bolton Street.
GENERAL MAINTENANCE TECHNOLOGY

This course is designed to give students competence in general maintenance technology and practice.

Engineering materials, assembly and dismantling, joining by screwthread, adhesives, pins and keys, cutting screwthreads by taps and dies, electrotechnology, fundamental measurement.

(a) Junior trades certificate.
(b) Acceptable industrial experience.

One year, one evening per week – Monday (7-9 pm).

Please note that entry to this course is by interview only in September. Suitable for those seeking to gain insight into the technology involved in maintenance.

£265 (€336)

One multiple choice paper.

Certificate in Engineering Systems Maintenance (City and Guilds of London Institute).

Progress in industrial maintenance.

Department of Engineering Trades.

DIT Bolton Street.
B1401B

MAINTENANCE ORGANISATION

Candidates who successfully complete each element will be issued with a record of achievement and will qualify for a Part II certificate.

Content: Planned maintenance schedules, systematic fault finding, purpose of maintenance management, main elements of planned maintenance, preventative maintenance programmes, condition monitoring and corrective maintenance, cost effectiveness of a computer based system, logical fault finding and rectification.

Entry Requirements: Irish Leaving Certificate or completed Senior Trades Certificate or acceptable industrial experience.

Duration: One year – one and a half hours per week.

How to Apply/Enrol: Please note that entry to this course is by interview only in September. Suitable for those who wish to acquire a competence in maintenance subjects.

Course Fee: £265 (£336)

Examinations: Written paper.

Award: Certificate of Credit (City and Guilds of London Institute).

Career Opportunities: Progression in maintenance or supervision.

Further Information: Department of Engineering Trades.

Location: DIT Bolton Street.
PNEUMATICS

Students will be trained to interpret technical drawings or data in order to determine the type/operation of pneumatic circuits and to maintain/repair these circuits.

Purpose of pneumatic actuation.
Comparison of pneumatic, hydraulic and electric systems.
Properties and behaviour of compressed air.
Factory air service systems.
Pneumatic component and circuit description and use.
Acceptable industrial experience.

One year, one evening per week – Wednesday (7 - 8.30 pm).

Please note that entry to this course is by interview only in September. Suitable for apprentices, craftspersons, craft based technicians.

£265 (£336)

One written paper and a practical qualifying task.

Record of Achievement in part fulfilment of requirements for City and Guilds of London Institute (214 Part 2)

Progression in general maintenance.

Department of Engineering Trades.

DIT Bolton Street.
HYDRAULICS

Description: Students will be trained to interpret technical drawings or data in order to determine the type/operation of hydraulic circuits and to maintain/repair these circuits.


Entry Requirements: Acceptable industrial experience.

Duration: One year, one evening per week – Wednesday (8.30-10 pm).

How to Apply/Enrol: Please note that entry to this course is by interview only in September. Suitable for apprentices, craftspersons, craft based technicians.

Course Fee: £265 (€336)

Examinations: One written paper and a practical qualifying task.

Award: Record of Achievement in part fulfilment of requirements for City and Guilds of London Institute (214 Part 2).

Career Opportunities: Progression in general maintenance.

Further Information: Department of Engineering Trades.

Location: DIT Bolton Street.
MECHANICAL POWER TRANSMISSION

To give students a generalised knowledge of Power Transmission and its scientific background.

Characteristics of transmission systems, rotary conversion and intermittent motion, transmission mechanisms, materials used for transmission systems, principles and characteristics of lubricating systems, bearing types and the operating principles of the following: hydraulics, pneumatics, static and dynamic seals, safety.

Irish Leaving Certificate or Senior Trades Certificate and/or acceptable industrial experience.

One year, one evening per week – Tuesday (7-8.30 pm).

Please note that entry to this course is by interview only in September. Suitable for those who wish to acquire a competence in maintenance subjects.

£265 (€336)

Written paper and practical qualifying tasks.

Certificate of Credit towards full City and Guilds of London Institute Certificate (214 Part 2).

Progression in the field of maintenance, supervision or planning materials.

Department of Engineering Trades.

DIT Bolton Street.
B1401F

MACHINE TOOL SYSTEMS

Description: To attain City and Guilds of London Institute Part III - engineering systems maintenance and generalised knowledge of machine tool systems.

Content: Mounting and aligning machine tool systems and components, power transmission in common use, hydraulic and pneumatic systems, principles of CNC machine tools, programming maintenance work, coolants and lubricants, procedures when commissioning/maintaining machine tools.

Entry Requirements: Irish Leaving Certificate or Senior Trades Certificate or City & Guilds of London Institute (214 Part II) and/or acceptable industrial experience.

Duration: One year, one evening per week - Monday (7 - 8.30 p.m).

How to Apply/Enrol: Please note that entry to this course is by interview only in September. Suitable for those who wish to acquire a competence in maintenance subjects and have completed Part II engineering maintenance systems.

Course Fee: £265 (€336)

Examinations: Written paper and practical qualifying tasks.

Award: City and Guilds of London Institute Part 3.

Career Opportunities: Progression in maintenance, supervision or planning fields.

Further Information: Department of Engineering Trades.

Location: DIT Bolton Street.
PLANT INSTALLATION AND COMMISSIONING

To attain generalised knowledge of plant installation and commissioning and to attain City and Guilds of London Institute 214 part 3.

Siting and building plant foundations, antivibration mounting and fixing devices, lifting, handling and conveying types of installation equipment and safety requirements, levelling and alignment on bases, general commissioning procedures after installation or maintenance.

Those who have completed engineering system competence (City and Guilds of London Institute – 214 Part 2).

One year, one evening per week – Monday (7.00 - 8.30 p.m).

Please note that entry to this course is by interview only in September. Suitable for those who wish to acquire Part 3 City and Guilds of London Institute engineering systems maintenance.

£265 (£336)

Written paper and practical qualifying tasks.

City and Guilds of London Institute Part 3.

Progression in maintenance, supervision or planning fields.

Department of Engineering Trades.

DIT Bolton Street.
MECHANICAL ENGINEERING CRAFT STUDIES – INSPECTION (METROLOGY)

Description: To meet the needs of people charged with the responsibility of quality control in general and the inspection of precision engineering components in particular.

Content: Quality control
Standards
Dimensional control
Acceptance tests
Inspection of form and position
Surface texture.

Entry Requirements: Senior apprentices, craftpersons, technician and other engineering personnel with relevant experience may apply.

Duration: One year, one evening per week.

How to Apply/Enrol: Please note that entry to this course is by interview only in September.

Course Fee: £265 (€336)

Examinations: One written paper and one course assessment.

Award: City and Guilds of London Institute Certificate.

Career Opportunities: Progression in the industry.

Further Information: Department of Engineering Trades.

Location: DIT Bolton Street.
MECHANICAL ENGINEERING TECHNICIAN COURSE

To prepare students for the City and Guilds of London Institute examinations for mechanical engineering technicians (2550).

First year: Workshop processes and practice, engineering drawing and materials, engineering science, mathematics, general studies.

Second year: Science and mathematics, drawing and materials, production technology, general studies.

Third year: Subjects leading to Part 3 of the City and Guilds examination, including engineering production and a project.

Elementary stage Technological Certificate of the Department of Education and Science in mechanical engineering, or Leaving Certificate, or endorsement in Senior Craft Certificate or equivalent.

This course is intended for technicians and draughtspersons engaged in machine tool operation, jig and tool design, engineering production and design draughting.

Three years, four evenings per week.

Please note that entry to this course is by interview only in September.

£380 (€482)

City and Guilds of London Institute examinations at the end of each session.

Parts 1, 2 and 3 of the City and Guilds of London Institute (2550).

Employment as a technician in Mechanical Engineering areas including Machine Tools, Jig and Tool Design, Production and Design Draughting.

Department of Engineering Trades.

DIT Bolton Street.
NC/CNC MACHINE SETTING AND OPERATION

Description: To give a student the necessary skills to become competent in writing CNC programs and setting machines/tools/part.

Content: Safety procedures, program preparation and input, work and tool preparation, CNC machines operation.

Entry Requirements: Junior trades certificate or acceptable industrial experience.

Duration: One year, one evening per week – 7-10 pm.

How to Apply/Enrol: Please note that entry to this course is by interview only in September. Suitable for those seeking to acquire the necessary skills to program and set CNC machines.

Course Fee: £265 (€336)

Examinations: One written paper and observation of performance during set assignments.

Award: City and Guilds of London Institute Certificate in NC/CNC Machine Setting and Operation.

Career Opportunities: Progression to CNC machines from conventional machines.

Further Information: Department of Engineering Trades.

Location: DIT Bolton Street.
CNC PART PROGRAMMING

To provide competence in CNC manual part programming.
Plan production of part by CNC, write and prove part programs, produce components by CNC, document a part program (operator instructions i.e. datum position, tools, workholding, sequence).
NC/CNC machine setting and operation (part 2.2300 City and Guilds of London Institute) or experience in industry using industrial scale CNC equipment.

One year, one evening per week – 7-10 pm.
Please note that entry to this course is by interview only in September. Suitable for those working in industries using CNC equipment, toolmakers/mouldmakers.

£265 (£336)
Continuous assessment with one written paper.

City & Guilds Certificate in CNC Part Programming
(City and Guilds of London Institute).
Progression in computer-aided-engineering CAD/CAM fields.

Department of Engineering Trades.

DIT Bolton Street.
ADVANCED PART PROGRAMMING

Description: To give a student the necessary skills to program and set a range of machines and the ability to program using a CAD/CAM package.

Content: Plan production of part program, write part programs manually, write part programs using CAD/CAM package, produce a component using a part program, document a part program, computer integrated manufacture.

Entry Requirements: NC/CNC machine setting and operation or relevant industrial experience.

Duration: One year, one evening per week (7-10 pm).

How to Apply/Enrol: Please note that entry to this course is by interview only in September. Suitable for those wishing to update their existing CNC skills and learn CAD/CAM.

Course Fee: £265 (€336)

Examinations: One written paper.
One project-part produced by manual program.
One project-program produced by CAD/CAM.

Award: City and Guilds Certificate in Advanced Part Programming (City and Guilds of London Institute).

Career Opportunities: Progression to manual and CAD/CAM programming.

Further Information: Department of Engineering Trades.

Location: DIT Bolton Street.
PROGRAMMABLE LOGIC CONTROLLERS

To provide an introduction to the design, structure and operations of PLC's offering the latest information on how controllers work and their applications to industry. Importance is attached to 'hands on experience'.

Plan production of PLC programs, write/prove PLC programs, document and store PLC programs, provide interface facilities between PLC's and IMS's.

Junior trades certificate or acceptable industrial experience.

One year, one evening per week – 7-10 pm.

Please note that entry to this course is by interview only in September. Suitable for those who want to acquire a sound understanding of PLC's.

£265 (£336)

One written paper and observation of performance during a number of assignments.

City and Guilds Certificate in Programmable Logic Controllers (City and Guilds of London Institute).

Progression in manufacturing and service technology.

Department of Engineering Trades.

DIT Bolton Street.
FLIGHT OPERATIONS OFFICER (DISPATCHER) COURSE

To provide instruction for flight operations officers in all operation aspects related to the preparation for commercial flights and the monitoring of all flights from a safety and efficiency viewpoint.

Flight planning, aircraft loading, flight watch and operational considerations such as weight and runway limitations, weather, ATC procedures. The course follows the guidelines of ICAO standardised course 201.

A general knowledge of aviation appropriate to personnel employed in airlines or associated operations.

One year – two evenings per week.

Entries will only be accepted on receipt of the completed appropriate DIT form.

£480 (£609)

In-house examinations.

Progression in the operations sector of the industry.

Department of Transport Engineering.

DIT Bolton Street or venue to be arranged.
AERONAUTICAL MAINTENANCE ENGINEERS' LICENCES

'B' LICENCE - B737
'B' LICENCE - B747
'C' LICENCE - P&W JT8D
'C' LICENCE - P&W JT9D
'X' LICENCE - ELECTRICAL
'X' LICENCES - AVIONICS
B737 CFM-56-3 ENGINE
B737-56-3 200/300 DIFFERENCES COURSE
B737 400/500 DIFFERENCES COURSE
B767-300 AIRFRAME

The above courses will be changed to conform with JAR 66.

To provide students with the requirements for type rating in accordance with air navigation personnel licensing order or approvals under JAR 145.

Description and operation, testing/inspection, repair procedures, service bulletins, AD's.

Basic aeronautical engineering certificate in appropriate category.

Entries will only be accepted on receipt of the completed appropriate DIT form.

One year - two evenings per week, except B1521S (B737 CFM-56-3 engine) which is one evening per week.

Contact Department below.

£380 (£482) per year except B1521S for which the fee is £265 (£336).

Progression in the aviation industry.

Department of Transport Engineering.

DIT Bolton Street.
**B153 JET ENGINE OVERHAUL PROCEDURES**

**Description:**
To provide instruction in jet engine design and overhaul procedures.

**Content:**
Jet engine overhaul procedures, the role of management, marketing technology, disassembly to test cell procedures and the complete planning operation.

**Entry Requirements:**
Employment in the appropriate sector of the aeronautical industry. Entries will only be accepted on receipt of the completed appropriate DIT form.

**Duration:**
One year, one evening per week.

**Course Fee:**
£265 (€336)

**Examinations:**
In-house examination.

**Career Opportunities:**
Progression within the industry.

**Further Information:**
Department of Transport Engineering.

**Location:**
DIT Bolton Street.

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**B154 AEROSPACE STUDIES**

**Description:**
This is a one year evening course to provide students with an insight into and broad knowledge of the aerospace industry.

**Content:**
Introduction to the aerospace industry, aviation terminology and terms of reference, theory of flight, airframe structures and systems, engine structure and systems, meteorology, navigation and navigation systems, ATC procedures, air legislation, airport security procedures, general safety awareness, human factors.

**Entry Requirements:**
Entries will only be accepted on receipt of the completed appropriate DIT form.

**Duration:**
One evening per week to be arranged.

**Course Fee:**
£380 (€482)

**Examinations:**
In-house examinations.

**Award:**
Certificate of Attendance from Department of Transport.

**Career Opportunities:**
Employment in aviation and aviation associated industries.

**Further Information:**
Department of Transport Engineering.

**Location:**
DIT Bolton Street.
BASIC AERONAUTICAL ENGINEERING CERTIFICATES

AIRFRAMES PRESSURISED (BAEC2)
PISTON ENGINES (BAEC3)
TURBO-PROP AND TURBO-JET ENGINES (BAEC4)
HELICOPTERS (LESS ENGINES) (BAEC5)
ELECTRICAL (BAEC6)
RADIO (BAEC7)
INSTRUMENTS (BAEC8)
INSPECTION AND REPAIR OF METAL COMPOSITES AND AIRCRAFT STRUCTURES (BAEC10)

The above courses will be changed to conform with JAR 66.

To prepare students for the Basic Aeronautical Engineering Certificate.

This course follows the IAA BAEC common syllabus and the applicable BAEC part number syllabus.

Not less than two years employment in the aeronautical engineering industry. Entries will only be accepted on receipt of the completed appropriate DIT form.

One year, two evenings per week.

£380 (£482)

Progression to Type Licence.

Department of Transport Engineering.

DIT Bolton Street.
**PRIVATE AIRCRAFT PILOTS’ LICENCE**

**Description:** To provide instruction for personnel wishing to take the Private Pilots’ Licence.

**Content:** Meteorology, navigation, air legislation, theory of flight, aircraft limitations and human factors.

**Entry Requirements:** Entries will only be accepted on receipt of the completed appropriate DIT form.

**Duration:** One year, one evening per week.

**Course Fee:** £265 (€336)

**Examinations:** Private Pilots’ Licence Theory.

**Award:** Private Pilots’ Licence with the Irish Aviation Authority.

**Career Opportunities:** Employment in the industry as trainee commercial pilot.

**Further Information:** Department of Transport Engineering.

**Location:** DIT Bolton Street.

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**REVISION FOR PRIVATE AIRCRAFT PILOTS’ LICENCE**

**Description:** To provide revision for personnel wishing to sit the Private Pilots’ Licence with the IAA.

**Content:** Meteorology, navigation, air legislation, theory of flight, aircraft limitations and human factors.

**Entry Requirements:** Completed a full Private Pilots’ licence course. Entries will only be accepted on receipt of the completed appropriate DIT form.

**Duration:** Four weeks, one evening per week.

**Course Fee:** £110 (€139)

**Examinations:** To prepare students for IAA Private Pilots’ licence. (Revision only) **Certificate of attendance from the Department of Transport.**

**Award:** Employment in the industry as trainee commercial pilot.

**Further Information:** Department of Transport Engineering.

**Location:** DIT Bolton Street.
MOTOR CYCLE MECHANIC

To prepare students for City and Guilds 389 Craft Certificate.  
The study of engines, chassis, transmission, brakes of motor cycles. 
Employment as a motor cycle mechanic.  
Please note that entry to this course is by interview only in September. 

One year, two evenings per week. 
£380 (€482) 
City and Guilds 389 Craft Certificate. 

Progression within the industry. 

Department of Transport Engineering. 
DIT Bolton Street. 

MOTOR VEHICLE PARTS PERSONNEL DISTANCE LEARNING PROGRAMME

To prepare students for the Vehicle Parts Personnel City and Guilds 384 Parts 1 and 2 Certificate Examinations. 
Parts service administration, stock management and control, 
commercial practice, parts distribution, legal aspects, customer relations and communications. 

Employment in the motor industry. Please note that entry to this course is by interview only in September. 
The course comprises a series of units which are studied at home. 
A short test at the end of each unit must be satisfactorily completed before proceeding to the next unit. 
£265 (€336) 

Vehicle Parts Personnel 384 Parts 1 and 2 Certificate Examinations. 

Vehicle Parts Personnel Certificate 
(City and Guilds of London Institute). 
Progression within the industry. 

Department of Transport Engineering. 
DIT Bolton Street. 
### MOTOR VEHICLE CRAFT STUDIES

**COMPRESSED AIR SYSTEMS, C.I. ENGINES**

<table>
<thead>
<tr>
<th>Description:</th>
<th>This course is to prepare students for the 381 Part 3 Certificates in compressed air brakes, compression ignition engines and fuel injection equipment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Content:</td>
<td>Compressed air systems, fuel injection systems, compression ignition engine systems.</td>
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<tr>
<td>Entry Requirements:</td>
<td>Department of Education and Science Senior Trade Certificate or equivalent. Please note that entry to this course is by interview only in September.</td>
</tr>
<tr>
<td>Duration:</td>
<td>Three ten weeks modules – one evening per week.</td>
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<tr>
<td>Course Fee:</td>
<td>£265 (€336)</td>
</tr>
<tr>
<td>Examinations:</td>
<td>Certificate examinations in compressed air brakes, compression ignition engines and fuel injection equipment.</td>
</tr>
<tr>
<td>Award:</td>
<td><strong>Certificates in Compressed Air Brakes, Compression Ignition Engines and Fuel Injection Equipment</strong> – City and Guilds of London Institute (381 Part 3).</td>
</tr>
<tr>
<td>Career Opportunities:</td>
<td>Progression in the industry.</td>
</tr>
<tr>
<td>Further Information:</td>
<td>Department of Transport Engineering.</td>
</tr>
<tr>
<td>Location:</td>
<td>DIT Bolton Street.</td>
</tr>
</tbody>
</table>
### AUTO-ENGINEERING TECHNICIAN

This course prepares students for the following examination:

(a) Advanced Motor Car Engineering Technology Certificate (Department of Education and Science).

Motor car engineering, automobile electricity/electronics, garage organisation and management, heat engines and applied mechanics.

1. Department of Education and Science Senior Trade Certificate including endorsement subjects
   or
2. Department of Education and Science Intermediate Technological Certificate (two subjects). Please note that entry to this course is by *interview only in September*.

One year – one day and one night per week.

£380 (€482)

Advanced Motor Car Engineering Technological Certificate

**Advanced Motor Car Engineering Technological Certificate**

- Department of Education and Science.

Automobile technician advisor, training instructor, workshop supervisor, automobile consultant.

Department of Transport Engineering

DIT Bolton Street.

### AUTOMOBILE ENGINEERING UPDATING COURSES

- CONTINUING EDUCATION PROGRAMME

This course is designed to update trade personnel in modern developments and techniques relating to engines, transmission systems and electronics, e.g. ABS/traction control, airbags, four wheel steering, fuel injection.

Department of Education and Science Senior Trade Certificate.

To be arranged.

To be decided.

Progression in the industry.

Department of Transport Engineering

DIT Bolton Street.
B177

TECHNOLOGICAL CERTIFICATE IN AUTOMOBILE ENGINEERING

Description: To prepare students for the Technological Certificate examinations of the Department of Education and Science.

Content:

**Elementary Stage**
Automobile electricity/electronics, motor car engineering, engineering science.

**Intermediate Stage**
Automobile electricity/electronics, motor car engineering, engineering science.

**Advanced Stage**
Automobile electricity/electronics, heat engines and applied mechanics, motor car engineering, garage organisation and management.

Entry Requirements:

**Elementary Stage:** Irish Leaving Certificate or employment in the motor industry.

**Intermediate Stage:** Elementary Technicians Certificate or Senior Trade Certificate.

**Advanced Stage:** Intermediate Technicians Certificate. Please note that entry to this course is by *interview only in September*.

Duration:

**Elementary Stage:** One year – three evenings per week.

**Intermediate Stage:** One year – three evenings per week.

**Advanced Stage:** One year – four evenings per week.

Course Fee: £380 (£182) per stage.

Examinations: Technological Certificate Examinations.

Award: **Technological Certificate** – Department of Education and Science.

Career Opportunities: Automobile technical advisor, training instructor, workshop supervisor, automobile consultant.

Further Information: Department of Transport Engineering

Location: DIT Bolton Street.
MOTOR INDUSTRY MANAGEMENT
CERTIFICATE/DIPLOMA

To prepare students for the Certificate/Diploma examinations of the Institute of the Motor Industry.

Certificate: Management, legislation, motor industry administration and organisation, finance, reception management, computer applications, marketing and promotion, consumer and commercial law.

Diploma: Management, legislation, administration organisation and finance.

An individual project is mandatory.

Entry Requirements:
1.) Irish Leaving Certificate or equivalent qualification and
2.) Employment in the motor industry and
3.) Department of Education and Science Advanced Technological Certificate to include garage organisation and management, and/or I.M.I. supervisory studies.

Please note that entry to this course is by interview only in September.

Duration:
Three Years:
Year 1 – two evenings per week  
Year 2 – one evening per week
Year 3 – two evenings per week – Diploma Stage

Course Fee:
Year one: £380 (€482)
Year two: £265 (€336)
Year three: £380 (€482)


Career Opportunities: Employment in managerial area of motor trade, progression in management of motor industry.

Further Information:
Department of Transport Engineering.

Location: DIT Bolton Street.
ROAD TRANSPORT STUDIES

To prepare students for the following examination.
The Institute of Road Transport Engineers, Section C.
Part I and II Certificate.

Section A
PART I Subject 1 - Technology and Drawing
Subject 2 - Mathematics
Subject 3 - Elementary General Science

PART II Subject 4 - Motor Vehicle Technology
Subject 5 - Engineering Drawing

Section B
PART I Subject 1 - Mathematics
Subject 2 - Science

PART II Subject 3 - Technology and Drawing
Subject 4 - Engineering Practice

Institute requirements in respect of Sections A and B are usually met by gaining exemption as a result of successfully completing similar courses offered by other examining bodies.

A list of recognised exemptions is given under EXEMPTIONS.

Section C
PART I Subject 1 - Management Supervision and Practice
Subject 2 - Financial and Commercial Aspects
Subject 3 -

EITHER
Workshop Organisation and Administration (3A)
OR
Reception Organisation and Administration (3A)
OR
Marketing and Sales Promotion (3B)

Subject 4 - Legal Aspects of the Motor Trade and Transport Industry.

A minimum of FOUR subjects must be studied by a candidate seeking to meet Institute requirements for certification in C Part I.
Examination papers may be taken together or separately.

PART II Subject 5 - Transport Legislation - Technical and Administrative

AND

Subject 6 - Transport Operational Principles.

Section C as printed in this syllabus meets the current requirements of the Road Transport Industry in the Republic of Ireland.

All the subjects in Section C are in modular form. A national
examination paper is set by the Institute for subjects 6 and 7 and marked by Institute examiners. Subjects 1 to 4 are internally examined and externally assessed by IRTE.

**Year 1:** Department of Education and Science Senior Trade certificate including endorsement subjects and City and Guilds of London Institute 390 Part I Certificate or equivalent.

**Year 2:** Institute of Road Transport Engineers subjects 1 and 2.

**Year 3:** Institute of Road Transport Engineers subjects 1 - 4 or completion of course B178.

Please note that entry to this course is by **interview only in September.**

**Duration:**

Years one and two – one evening per week.

Year three – two evenings per week.

**Course Fee:**

Years one and two: £265 (€336).

Year three: £380 (€482).

**Examinations:**

The Institute of Road Transport Engineers

Section A – Part I and II

B – Part I and II

C – Part I and II.

An individual project is mandatory.

An Examination Certificate from the IRTE which leads to a **Certificate of Professional Competence** from the Department of Transport, Energy and Communications.

Progression in management of transport industry.

**Career Opportunities:**

Department of Transport Engineering.

**Further Information:**

DIT Bolton Street.
ELECTRICAL AND ELECTRONIC ENGINEERING TECHNICIANS’ COURSE

Description: An evening course which prepares students for the City and Guilds of London Institute Course 8030 examinations.

Content:

**Year One:**

**Year Two:**

**Year Three:**

Entry Requirements:
Prospective students must:
(i) be employed in the electrical industry, and
(ii) have passed the Leaving Certificate with Physics or have an approved alternative qualification in the Electrical Trade.

Duration:
Three years, three or four evenings per week.

How to Apply/Enrol:
Applications should be made directly to the School of Control Systems and Electrical Engineering, DIT Kevin Street, Dublin 8.

Course Fee:
£380 (€482)

Examinations:
Electrical and Electronic Engineering (course 8030) of the City and Guilds of London Institute.

**Year 1:** Part I – Technician Certificate
(i) Engineering, Communication and Science
(ii) Electrical Engineering Principles.

**Year 2:** Part II – Technician Diploma
(i) Electrical Engineering Principles
(ii) Electronics and/or
(iii) Power.

**Year 3:** Part III – Advanced Technician Diploma
(i) Advanced Electrical Technology
(ii) Utilisation of Electrical Energy and/or
(iii) Microelectronic Systems.

Award: Full Technological Diploma (FTD) in Electrical and Electronic Engineering.

Career Opportunities: Successful students may be employed as technicians in the Electrical Engineering Industry.

Further Information: Dr. J.C. Fisher,
School of Control Systems and Electrical Engineering.
Tel: 01 402 4551

Location: DIT Kevin Street.
DEGREE IN ELECTRICAL ENGINEERING PART I

This is an evening course, the scope and standard of which is closely equivalent to that of the first two years (i.e. first half) of the Institute's full-time degree course in Electrical/Electronic Engineering (FT221).

YEARS ONE AND TWO:

YEARS THREE AND FOUR:

Applicants for year one must have successfully completed, either
(a) an approved technician course in electrical or electronic engineering, **or**
(b) the Irish Leaving Certificate examination with at least grade C3 in both higher level Mathematics and a science subject together with four other subjects including Irish or English, **or**
(c) a qualification which the Institute deems to be equivalent to either (a) or (b) above.

Four years, three or four evenings per week.

Applications should be made directly to the School of Control Systems and Electrical Engineering, DIT Kevin Street, Dublin 8.

€431 (€547)

Examinations are held at the end of each year with supplemental examinations in the autumn.

Junior engineering positions in the electrical/electronic engineering industry and entry to the Institute’s part-time Degree in Electrical Engineering, Part II (K235).

Dr. J.C. Fisher.
Tel: 01 402 4551

DIT Kevin Street.
### DEGREE IN ELECTRICAL ENGINEERING PART II

**Description:** This is an evening course with a flexible modular structure which complements the first half of the part-time degree programme, course K234, and brings the students to honours degree level.

**Content:** The Part II programme comprises six courses, four of which are mandatory, and an engineering project. The mandatory courses are:
1. Business and Management Studies
2. Electronic and Computer Engineering
3. Mathematics

Students must select two further option courses; the list of available options may vary from time to time but is likely to include:
- Biomedical Engineering
- Communications Engineering
- Computer Engineering
- Control Systems and Automation
- Electrical Machines and Drives
- Electrical Power Systems
- Electrical Building Services and Facilities

All courses, with the exception of Mathematics and Business Management Studies, have an associated laboratory programme.

**Entry Requirements:**
- Applicants for this course must have successfully completed either:
  - (a) the Institute's Part 1 course in Electrical Engineering, K234
  - (b) a relevant technician diploma course at Merit or Distinction level
  - (c) a qualification which the Institute deems to be equivalent to either (a) or (b) above.

**Duration:** Each of the six courses is of two years duration. Since not more than three courses can be undertaken in any academic year, the minimum time to complete the lecture and laboratory programme is four years.

**How to Apply/Enrol:** Applications should be made directly to the School of Control Systems and Electrical Engineering, DIT Kevin Street, Dublin 8, not later than Friday 7th September 1999.

**Course Fee:** £170 (€216) per course each year and £170 (€216) for the engineering project.

**Examinations:** Examinations are held at the end of each year with supplemental examinations in the autumn.

**Award:** **BSc (Engineering)** of Dublin Institute of Technology.

**Career Opportunities:** Successful completion of this course can lead to a wide range of career paths as a professional engineer in one of the many branches of the electrical, electronic or computer engineering industries. Companies employ engineers in many roles such as design, development, production and management and the present buoyancy in the industry has resulted in many interesting and rewarding opportunities.

**Further Information:**
- Dr. J.C. Fisher
- Tel: 01 4024554

**Location:** DIT Kevin Street.
EVENING COURSE IN ELECTRICAL INSTALLATION WORK

City and Guilds Course 236 Course C in Electrical Installation Work. (T14)

Electrical Science, Electrical Craft Practice, Project.

Pass in City and Guilds course 236 part 2, or senior trade examinations of Department of Education and Science or completion of Phase 6 of standards based apprenticeship.

Three evenings per week.

Application should be made on the enclosed form to the Department below on or before 27 August 1999.

£380 (€482)

City and Guilds of London Institute Course C Examination in Electrical Installation Work.

City and Guilds of London Institute 236 Course C Certificate.

Successful applicants have enhanced opportunities for advancement in the areas of design and management within the electrical industry.

The Secretary, Department of Electrical Installation.
Tel: 01 402 4617

DIT Kevin Street.
K243 EVENING COURSE IN PROGRAMMABLE LOGIC CONTROLLERS (PLCs)

Description: Programmable Logic Controllers are now commonly encountered by maintenance electricians and the course will cover all essential aspects of PLC's as encountered in industry.

Content:
Stage A: Equipment and hardware, principles of PLC operation, general programming procedures, editing and monitoring, timers, counters, and sequencers, basic industrial process problems, installation and safety.
Stage B: Programming techniques for various types of PLC, PC programming software, operation with peripheral devices, numerical processing, sequencing and machine control, industrial process problems, troubleshooting and maintenance.

Entry Requirements: Prospective students must be electrical craftspersons in the electrical industry.

Duration:
Stage A: One night per week for approximately ten weeks.
Stage B: One night per week for approximately ten weeks.

How to Apply/Enrol:
Application should be made on the enclosed form to the Department below on or before 27th August 1999.

Course Fee:
£170 (€216)

Examinations:
None.

Award:
Certificate of Satisfactory Completion.

Career Opportunities:
A good working knowledge of PLC's will considerably enhance career prospects.

Further Information:
The Secretary,
Department of Electrical Installation.
Tel: 01 402 4617

Location:
DIT Kevin Street.
INTRODUCTION TO COMPUTER-AIDED DRAUGHTING

The course is aimed at electrical apprentices who wish to develop skills in computer-aided draughting and design.

Hardware and software requirements, DOS functions, use of AutoCAD software package for production of 2-D drawings, scaling, dimensioning, creation of layers, and addition of text.

Applicants should have a basic knowledge of engineering drawing and preferably be electrical apprentices.

2 hours per week for 10 weeks (evenings).

Applicants should apply to the Department of Electrical Installation.

£170 (€216)

Assessments will be conducted on a regular basis during the course.

Successful participants will receive a certificate of course completion and assessments passed.

Opportunities exist in drawing offices of consultants and electrical contractors for qualified electricians who possess CAD skills.

The Secretary,
Department of Electrical Installation.
Tel: 01 402 4617

DIT Kevin Street.
K245  EVENING COURSES FOR UPDATING ELECTRICAL INSTALLATION TECHNOLOGY AND ETCI RULES

Description: The courses deal with recent developments within the field of Electrical Installation Technology, and the latest edition of ETCI Rules for Electrical Installations.

Content: **Intermediate Course:** This course deals with recent developments in the field of electrical installation technology and also gives an introduction to the format and contents of the ETCI Rules.

**Advanced Course:** This course deals with the application of the ETCI Rules in electrical design and in electrical installation activities.

Entry Requirements: Prospective students must be electrical craftspersons in the electrical industry.

Duration: Intermediate course, one night per week for approximately ten weeks. Advanced course, one night per week for approximately ten weeks.

How to Apply/Enrol: Application should be made on the enclosed form to the Department below on or before 27th August 1999.

Course Fee: Intermediate £170 (€216); Advanced £190 (€241).

Examinations: None.

Award: Certificate of Satisfactory Completion.

Career Opportunities: An up-to-date knowledge of the current ETCI rules is essential for many personnel in the electrical industry.

Further Information: The Secretary, Department of Electrical Installation.
Tel: 01 402 4617

Location: DIT Kevin Street.
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<thead>
<tr>
<th><strong>Description:</strong></th>
<th>UPDATING COURSE FOR PHASE 4 EXAMINATIONS OF STANDARDS BASED APPRENTICESHIP IN ELECTRICAL TRADE</th>
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<tbody>
<tr>
<td><strong>Content:</strong></td>
<td>TJP1 (Autumn Term) or TJP2 (Spring Term): Updating course for Phase 4 Examinations in Electrical Science. TJC1 (Autumn Term) or TJC2 (Spring Term): Updating course for Phase 4 Examinations in Electrical Craft Practice.</td>
</tr>
<tr>
<td><strong>Entry Requirements:</strong></td>
<td>Applicants must previously have covered a Phase 4 level course in Electrical Installation Work.</td>
</tr>
<tr>
<td><strong>Duration:</strong></td>
<td>One evening per week for approximately 10 weeks for each module.</td>
</tr>
<tr>
<td><strong>How to Apply/Enrol:</strong></td>
<td>Application should be made on the enclosed form to the Department below on or before 27th August 1999.</td>
</tr>
<tr>
<td><strong>Course Fee:</strong></td>
<td>£140 (€177) per module.</td>
</tr>
<tr>
<td><strong>Examinations:</strong></td>
<td>Phase 4 Examinations of Standards Based Apprenticeship in Electrical Trade.</td>
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<tr>
<td><strong>Award:</strong></td>
<td>Qualification for Progression to Next Phase of Standards Based Apprenticeship.</td>
</tr>
<tr>
<td><strong>Career Opportunities:</strong></td>
<td>Satisfactory completion of the Standards Based Apprenticeship is an essential requirement for the award of the National Craft Certificate.</td>
</tr>
<tr>
<td><strong>Further Information:</strong></td>
<td>The Secretary, Department of Electrical Installation. Tel: 01 402 4617</td>
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<td><strong>Location:</strong></td>
<td>DIT Kevin Street.</td>
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K2482

UPDATING COURSE FOR PHASE 6 EXAMINATIONS OF STANDARDS BASED APPRENTICESHIP IN ELECTRICAL TRADE

Description: TSP1 (Autumn Term) or TSP2 (Spring Term): Updating course for Phase 6 Examinations in Electrical Science.
TSC1 (Autumn Term) or TSC2 (Spring Term): Updating course for Phase 6 Examinations in Electrical Craft practice.

Content: TSP1 or TSP2: Electrical Science.
TSC1 or TSC2: Electrical Craft Practice.

Entry Requirements: Applicants must previously have covered a Phase 6 level course in Electrical Installation Work.

Duration: TSP1, TSP2, TSC1, TSC2: One evening per week for approximately 10 weeks for each module.

How to Apply/Enrol: Application should be made on the enclosed form to the Department below on or before 27th August 1999.

Course Fee: £170 ($216) per module.

Examinations: Phase 6 Examinations of Standards Based Apprenticeship in Electrical Trade.

Award: Qualification in final written examinations for award of National Craft Certificate.

Career Opportunities: Satisfactory completion of the Standards Based Apprenticeship is an essential requirement for the award of the National Craft Certificate.

Further Information: The Secretary, Department of Electrical Installation.
Tel: 01 402 4617

Location: DIT Kevin Street.
ELECTRONIC SERVICING (INDUSTRIAL EQUIPMENT, RADIO, TELEVISION AND AUDIO EQUIPMENT)

Description: This course is designed to prepare students for the Parts 1, 2 and 3 Examinations of the City and Guilds of London Institute Electronic Servicing Course 224 and the EEB practical examinations.

Content: The course subjects include Electricity, Electronics, Radio, Television, Measurements and Control Systems, together with Mathematics and Mechanical Workshop Practice. A systems approach is used with a strong emphasis on the practical aspects and a restricted use of analysis.

Entry Requirements: A pass in the Leaving Certificate of the Department of Education, with Maths and English as essential subjects. Prospective students should be employed as trainees or apprentices in the electronics or telecommunications industry.

Duration: Three years, part-time (one day per week – 8 hours in first year; one day plus two evenings per week – 14 hours in other years).

How to Apply/Enrol: Applications should be made directly to:
Mr. V. Thorne, School of Electronic and Communications Engineering. Enrolments are on 6th, 7th and 8th September 1999, 6.30-8.30 pm each evening. To complete enrolment candidates are required to provide proof of examination results and three passport sized photographs.

Course Fee: £380 (€482)

Examinations: The Part 1 Examination is taken at the end of the first year.
The Part 2 Examination is taken at the end of the second year.
Part 2 options are Television and Controls.
The Part 3 Examination is taken at the end of the third year.
All three Parts include a practical examination set by the Electronics Examination Board (EEB), London.

Certificate in Electronic Servicing (City and Guilds – 224).
In manufacturing and servicing in Electronics Industry.

Award: Career Opportunities: Further Information: Location:

Mr. V. Thorne,
School of Electronic and Communications Engineering.
Tel: 01 402 4575
DIT Kevin Street.
K282 COURSE IN ELECTRONIC EQUIPMENT MAINTENANCE

Description: This course is appropriate for those who are employed in industry and who are involved in the maintenance and repair of electronic equipment, and in particular of equipment employing microprocessors. The course is designed to provide a broad general introduction to both analogue and digital electronics, and a detailed treatment of the practical aspects of microcomputer technology.

Content: Digital electronics and microprocessors.

Entry Requirements: Entry to the course is restricted to those who are employed in the maintenance of electronic equipment.

Duration: Three years. Attendance is required on two evenings per week.

How to Apply/Enrol: Application should be made directly to:
Mr. V. Thorne, School of Electronic and Communications Engineering.

Course Fee: £380 (€482)

Examinations: At the end of the first year students will be eligible to sit for Part I of the City and Guilds of London Institute’s MICROCOMPUTER TECHNOLOGY (223) Certificate Examinations. At the end of the second year students will be eligible to sit for Part II MICROCOMPUTER TECHNOLOGY (223) Certificate Examinations. At the end of the third year students will be eligible to sit for Part III MICROCOMPUTER TECHNOLOGY (223) Certificate Examination in System Design and Fault Finding.

Award: Certificate in Electronic Equipment Management (City and Guilds 223).

Career Opportunities: In manufacturing, installation and servicing in Computer Industry.

Further Information: Mr. V. Thorne,
School of Electronic and Communications Engineering.
Tel: 01 402 4575

Location: DIT Kevin Street.
TELECOMMUNICATIONS AND ELECTRONICS ENGINEERING
CERTIFICATE AND DIPLOMA

The programme is modular in structure and is designed to provide a progressive route to an advanced technician qualification of City and Guilds International. This progression is via a Technician Certificate, a Technician Diploma and an Advanced Technician Diploma.

The Technician Certificate:
The first level contains four subjects: Mathematics, Physical Science, Telecommunications Systems and Communications Studies. The subjects may be studied separately or in combination and City and Guilds International issues a Unit Certificate on successful completion of each element. On successful completion of the four subjects, the Telecommunications Electronics Engineering Certificate is awarded.

The Technician Diploma:
The second level contains four subjects: Mathematics, Telecommunications Principles, Electronics and either Microelectronic Systems or Radio. The subjects may be studied separately or in combination and each is examined at two levels, Level II and Level III. On successful completion of the four subjects at the two levels the Telecommunications and Electronics Engineering Diploma is awarded.

The Advanced Technician Diploma:
The final level contains three core subjects: Mathematics, Telecommunications Principles and Electronics. These subjects are examined at one level only. In addition, option subjects may be studied and these are examined at two levels, Level IV and Level V. The option subjects at Level IV are Radio and Microelectronic Systems and the option subjects at Level V are Telecommunications Principles, Mathematics, Data Communications, Radio and Satellite Systems, Software Engineering and Fibre Optic Equipment and Systems. Available subject to demand and resources. The Advanced Diploma is awarded following successful completion of the three core subjects together with one option subject at Level IV and three option subjects at Level V.

Full Technological Diploma
The Full Technological Diploma (FTD) in Telecommunications and Electronics Engineering will be awarded by City & Guilds to a candidate who is at least 21 years of age and has had relevant industrial experience and has successfully completed the assessments for the Telecommunications and Electronics Engineering Diploma and Advanced Diploma. Candidates who
Entry Requirements: Irish Leaving Certificate in five subjects which must include Mathematics and English or a qualification deemed equivalent.

Duration: The course is based on a credit accumulation system. The normal duration for each of the award levels is:
1 year – Technician Certificate
2 years – Technician Diploma
2 years – Advanced Technician Diploma.

How to Apply/Enrol: Applications should be sent directly to:
Mr. M. Gara, School of Electronic and Communications Engineering.
Enrolments are on 6th, 7th and 8th September 1999, 6.30-8.30 pm each evening. To complete enrolment candidates are required to provide proof of examination results and three passport sized photographs.

Course Fee: £380 (£482)

Examinations: Certificate/Diploma/Advanced Diploma (City and Guilds 2720).

Award: Certificate/Diploma/Advanced Diploma (City and Guilds 2720).

Career Opportunities: City and Guilds has over many years conducted examinations in Electronics and Telecommunications which have set the standard in providing widely accepted routes to technician qualifications by means of part-time study. This course with its range of option subjects offers a range of qualifications which prepares students for employment as technicians in virtually all sectors of the electronics and telecommunications industry.

Further Information: Mr. M. Gara,
School of Electronic and Communications Engineering.
Tel: 01 402 4803

Location: DIT Kevin Street.
Faculty of Science

FACULTY DIRECTOR
Dr. Matthew Hussey

TELEPHONE
(01) 402 3000

FAX
(01) 402 4998
## Part-Time Courses in the Faculty of Science

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<td>Diploma in Food Science</td>
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<td>Course for Veterinary Nursing Examinations of the Royal College of Veterinary Surgeons</td>
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MEDICAL RECORDS AND PATIENT SERVICES MANAGEMENT

This one year course aims to provide a basic training in Medical Records Administration and prepare students for the Certificate Examination of the Irish Health Services Management Institute.

The course is specifically aimed at clerical and secretarial staff working in medical records, medical secretarial, admissions, out-patients, radiology, pathology and other medical support departments.


Candidates are required to:
(a) be employed in the health service or a health agency,
(b) have passed the Leaving Certificate Examination or its equivalent in at least five subjects including English and Mathematics, (Applications will be considered from mature students).
(c) apply to the Registration Section, DIT Kevin Street, Dublin 8 on the prescribed form accompanied by the appropriate registration fee.

In addition students must register with the Institute of Hospital and Health Service Administrators before presenting for enrolment.

Application forms for registration may be obtained from:
The Director of Education,
Irish Health Services Management Institute,
c/o Hume Street Hospital, Dublin 2.
Tel: 01 676 6935

One year, two evenings per week, (Tuesday and Thursday).

Successful applicants should attend in person at DIT Kevin Street at the times and dates advised for enrolment. They should provide three passport size photographs for registration purposes.

£380 (€482)

Certificate in Medical Records and Patient Services Management.

Certificate Examination of the Irish Health Services Management Institute. Only registered students of that Institute who comply with its regulations are eligible to sit for the Examination.

Graduates of this course are eligible to apply for administration posts in hospitals and other institutions of the Health Services.

Dr. J. Tighe,
School of Biological Sciences.
Tel: 01 402 4913

DIT Kevin Street.
DIPLOMA IN FOOD SCIENCE

Description: A course for science or engineering graduates who require special knowledge of food science. The course is suited to those wishing to make a career in technical areas within the food industry, e.g. quality control, product development, process control and research.

Content: The course deals with the chemistry, microbiology and nutrition appropriate to the food processing industry. The subjects of the course are:

**Food chemistry:** components of food, chemical interactions in foods, food analysis, main classes of raw materials.

**Microbiology:** general concepts, fresh foods, food processing and processed foods, food borne disease of microbiological origin, food factories and the distribution chain, methods of assessing microbiological quality of foods and state of food processing plant.

**Human nutrition:** general introduction, main classes of substances of dietary value, assessment of diets, further aspects of the influence of diet on health, processing and nutrient content.

Entry Requirements: BSc or equivalent.

Duration: Two years.

How to Apply/Enrol: Applicants should apply directly to:
The Registration Section,
Dublin Institute of Technology,
Kevin Street,
Dublin 8.

Course Fee: Year 1: £420 (€533), Year 2: £445 (€565).

Examinations: Food Chemistry, Food Microbiology, Human Nutrition.

Award: Graduates of this course are eligible for the Diploma in Food Science of Dublin Institute of Technology with grades of Pass, Merit or Distinction.

Career Opportunities: Graduates may expect to obtain employment within the food industry as senior technicians and experimental officers in research development or quality control.

Further Information: Mr. John McEvoy,
School of Biological Sciences.
Tel: 01 402 4884

Location: DIT Kevin Street.
COURSE FOR VETERINARY NURSING EXAMINATIONS OF THE ROYAL COLLEGE OF VETERINARY SURGEONS

This course is designed to meet the needs of students who are employed in approved veterinary clinics and who wish to study for the examinations of the Royal College of Veterinary Surgeon’s Veterinary Nursing (VN) Scheme.

Year 1
Anatomy and Physiology, First Aid, Theory and Practice of Nursing including Dietetics, Management, Hygiene and Feeding.

Year 2
Diagnostic Aids, Medical and Surgical Nursing, Radiography, Obstetrical and Paediatric Nursing.

Irish Leaving Certificate, or equivalent, in five subjects including English and two sciences (i.e. two science subjects from Mathematics; or a Physical or Biological science). Applicants must have gained grades as follows:
- Irish Leaving Certificate at Ordinary Level – at Grade C3 or above
- Irish Leaving Certificate at Higher Level – at Grade D3 or above.

Additionally, applicants must have employment at a veterinary practice approved as a training centre and be at least 17 years old.

Two years, two evenings per week.

Application should be made on the appropriate form to the Registration Section, DIT Kevin Street, Dublin 8.

Year 1: €380 (£482), Year 2: £145 (£184).

At the end of year one students sit Part I Examination of the Veterinary Nursing Scheme of the Royal College of Veterinary Surgeons. At the end of year two they may complete Part II of this examination.

Registered Veterinary Nurse.

Graduates of this course are eligible to apply for posts working in animal houses, veterinary clinics and other such establishments where veterinary nurses are required.

Ms. B.A. Ryan,
School of Biological Sciences.
Tel: 01 402 4565

DIT Kevin Street.
GRADUATESHIP DIPLOMA OF THE INSTITUTE OF FOOD SCIENCE AND TECHNOLOGY

**Description:**
This course is designed to assist candidates prepare for the Graduateship Diploma of the Institute of Food Science and Technology. The standard sought in this examination by the Institute of Food Science and Technology (UK) is equivalent to an Honours Degree.

**Content:**
(a) chemistry, biochemistry and properties of foods
(b) microbiology
(c) human nutrition
(d) principles of the production and distribution of food.

(a), (b) and (c) are essentially the same as those described in the Diploma in Food Science (Ref. K212). The principles of the production and distribution of food cover the areas of processes of the food industry, food processing as an integral operation, packaging, food storage and distribution, an outline of ancillary aspects of the food process.

**Entry Requirements:**
Diploma in Food Science of Dublin Institute of Technology or Degree in Food Science or equivalent.

**Duration:**
One year, two evenings per week.

**How to Apply/Enrol:**
Application should be made to The Registration Section, DIT Kevin Street, Dublin 8.

**Course Fee:**
£380 (€482).

**Examinations:**
As set by the Institute of Food Science and Technology (UK).

**Award:**
The Graduateship Diploma of the Institute of Food Science and Technology.

**Career Opportunities:**
Graduates of this course may expect to obtain employment as professional food scientists/technologists within the food industry, in research, development or quality control, or may proceed to postgraduate studies leading to MSc or PhD.

**Further Information:**
Mr John McEvoy,
School of Biological Sciences.
Tel: 01 402 4884

**Location:**
DIT Kevin Street.
CERTIFICATE IN MATHEMATICS/ LICENTIATESHIP OF THE INSTITUTE OF MATHEMATICS AND ITS APPLICATIONS

The Certificate in Mathematics provides the necessary mathematical foundations for entry to the honours degree level Diploma/Graduateship in Mathematics and additionally it provides a useful core of modern mathematics for second-level teachers and others who do not need the full range of mathematics usually associated with an honours degree.

Year 1
The first year is a preliminary course provided for candidates who wish to improve their knowledge. No formal examination is provided.

Year 2
The course consists of two topics:
(a) Mathematical Methods
(b) Numerical Methods, Programming and Computer Packages.

Year 3
The course consists of two topics:
(a) Statistics
(b) Linear Algebra.

The second and third year courses are offered on alternate years. The second year course is scheduled to run in 1999/2000.

A pass in English, a pass in Honours Mathematics and a pass in three other subjects in the Irish Leaving Certificate examination or such qualification as the Institute may deem equivalent. Students with a suitable background may be exempted from the first year of the course.

Three years, one evening (3 hours) per week in the first year and two evenings (6 hours) per week in subsequent years.

Contact the School below.

Years 1 and 2 €450 (€571); Year 3 €470 (€597).

Examinations are set in August/September for those students completing the second and third years of the course.

Graduates of this course are eligible for the award of Certificate in Mathematics (Dublin Institute of Technology). Successful candidates are eligible to apply for Licentiatehip of the Institute of Mathematics and its Applications. The course content should be particularly useful to teachers of Mathematics at second-level.

Mr. A. Byrne,
School of Mathematics, Statistics and Computer Science.
Tel: 01 402 4824
DIT Kevin Street.
GRADUATESHIP OF THE ROYAL STATISTICAL SOCIETY

Description: This is a course leading to the Graduateship in Statistics of the Royal Statistical Society. Classes are provided for students preparing for the Ordinary Certificate, the Higher Certificate and Graduateship Diploma Examinations of the Society. The course has been used for in-service training for people working with statistics in Industry, Education and the Civil Service. Graduates are qualified for entry to Higher Degrees by examination or through research.

Exemptions may be granted from the Ordinary and Higher Certificate examinations to candidates with suitable qualifications. Students are advised to contact the Education Secretary, The Royal Statistical Society, 12 Errol Street, London EC1Y 8LX (Tel: 0171 638 8998) for details of the exemption procedures.

Content:

Year 1: The Ordinary Certificate in Statistics examination at the end of the year involves two papers covering the Collection and Compilation of Data and Analysis and Interpretation of Data.

Year 2: The Higher Certificate in Statistics Examination at the end of the year involves three papers:
(a) Statistical Methods
(b) Statistical Analysis
(c) Statistical Applications and Practice.

Year 3: Two of the five papers forming the Graduate Diploma in Statistics Examination are covered in this year. The papers are:
(a) Statistical Theory and Methods 1;
(b) Statistical Theory and Methods 2.

Year 4: The remaining three papers of the Graduate Diploma in Statistics are covered this year. The papers are:
(a) Applied Statistics 1
(b) Applied Statistics 2
(c) Optional Subject Paper.

Entry Requirements: Contact the School below.

Duration: Four years, three evenings (9 hours) per week in the second and third years and two evenings (6 hours) per week in the first and fourth years.

How to Apply/Enrol: Contact the School below.

Course Fee: £710 (€902) per annum.

Examinations: The Ordinary Certificate examinations.
The Higher Certificate examinations.
The Graduate Diploma examinations.
Award: Graduate Diploma in Statistics of the Royal Statistical Society.

Further Information: Mr. I.A. Kinsella.
School of Mathematics, Statistics and Computer Science.
Tel: 01 402 4839

Location: DIT Kevin Street.
DIPLOMA IN MATHEMATICS/GRADUATESHIP OF THE INSTITUTE OF MATHEMATICS AND ITS APPLICATIONS
(Conditionally validated as a BSc (Honours) Degree)

Description:
The Diploma in Mathematics is designed to introduce students to a range of modern pure and applicable mathematics at a level similar to that of a traditional honours degree. The course content is suitable for secondary teachers who wish to improve their mathematical standard from general or pass degree to honours degree standard.

Graduate membership by examination of the Institute of Mathematics and its Applications is widely accepted as equivalent to an honours degree in Mathematics. Such Graduates are qualified for employment in Industry, Education and the Civil Service where degree level mathematics is an essential entry requirement. Such Graduates are also eligible to proceed to postgraduate study and research for higher degrees.

Content:
The course consists of four topics, three of which are compulsory. Examinations will be held in the Autumn and candidates will normally sit examinations at the end of each year.

Year 1: (a) Mathematical Methods (b) Functional Analysis.
Year 2: (a) Control Theory (b) Optional Topic from an approved list.

The first and second year courses are offered on alternate years. The first year course is scheduled to run in 1999/2000.

Entry Requirements:
The Certificate in Mathematics of Dublin Institute of Technology or Licentiate membership of the Institute of Mathematics and its Applications or a University Degree with Mathematics at the General Degree level or its equivalent.

Duration:
Two years, two evenings, (six hours) per week.

How to Apply/Enrol:
Contact the School below.

Course Fee:
Year 1: £450 (£571); Year 2: £470 (£597).

Examinations:
Examinations are set in August/September for students completing the current year of the course.

Award:
Graduates of this course are eligible for the award of Diploma in Mathematics (Dublin Institute of Technology). Successful candidates will be eligible for Graduate Membership of the Institute of Mathematics and its Applications.

The address of the Institute of Mathematics and its Applications (IMA) is: Catherine Richards House, 16 Nelson Street, Southend-on-Sea, Essex SS1 1EF.

Further Information:
Ms. M. Maguire
School of Mathematics, Statistics and Computer Science.
Tel: 01 402 4812, 01 402 4827 or 01 402 4610

Location:
DIT Kevin Street.
COURSE FOR THE EXAMINATIONS OF THE BRITISH COMPUTER SOCIETY

The British Computer Society (BCS) is a professional body whose brief is to promote various aspects of the computer industry and of the personnel who work in the industry. This includes the provision of computer education and examinations.

The syllabus and examinations are provided by the British Computer Society. The role of the Institute is to provide a course of lectures based on their syllabus and an Examination Centre.

The British Computer Society is in the process of radically restructuring their Examination to make them more accessible and attractive to their students. New entrants in 1999 will be expected to avail of the new structure. Students who are at present in the system may avail of the ‘old’ structure for the 2000 examinations.

New Structure for Examinations

The examinations will continue to be in two parts.

**Part 1** will consist of seven written papers, each of two hours duration. Three compulsory papers will replace the existing General Papers. A Certificate will be awarded to candidates who pass these papers. There will be a compulsory paper on Professional Issues in Information Systems Engineering. There will be three papers chosen from a list of specialist options.

**Part 2** will consist of four written papers, each of three hours duration, chosen from a list of options.

The Professional Project may be undertaken at Part 1 or Part 2 level depending on whether the candidate is seeking Associate Membership or full Membership of the BCS.

**Part 1** (New Syllabus)

Lectures will be offered in the three subjects leading to a Certificate, namely: Technology; Software Development; Information Systems and Applications.

**Part 2** (Old Syllabus)

Lectures will be offered in: Data Processing and Information Systems; Management in Computing.

Further details from Secretary, telephone 01 402 4610.

One year’s full-time experience in the Computer Industry or extensive practical experience of IT.

Educational entry requirements are based on the UK system (1 A-level and 5 GCSEs). However, the Irish Leaving Certificate is accepted and must include Mathematics and English. Mature students are not required to have the Leaving Certificate. The BCS shows flexibility in these educational requirements.
Duration: Four years – two years for each part – but it is possible to complete the course in a shorter period.

How to Apply/Enrol:
(a) Applicants should complete the Preliminary Application Form available on request from The Secretary, School of Mathematics, Statistics and Computer Science, Dublin Institute of Technology, Kevin Street, Dublin 8. The application should detail academic qualifications and computer experience.
(b) Successful applicants must:
(i) become student members of the British Computer Society or Irish Computer Society (though one or more written papers may be taken by candidates who are not necessarily members of the BCS).
(ii) Register with B.C.S., P.O. Box 1454, Station Road, Swindon SN1 1TG United Kingdom.

You should obtain a registration form, syllabus and regulations from the BCS in advance. This literature is available free.

Course Fee:
Examinations:
Part 1 £470 (€597); Part 2 £495 (€628) per annum.

Exemption from Part 1 may be available to students who have already completed an academic course of at least general degree level or a 3 year Diploma in Computer Science. Application for exemptions must be made directly to BCS. Graduates of DIT course DT266 (Diploma in Computer Science) are usually eligible for full exemption from Part 1, as are graduates of Advanced Diploma in Programming (Trinity College). Graduates with a Diploma in Computer Science from Regional Institutes of Technology may in certain cases receive an exemption from Part 1.

Award:

Part 1:
Students, who successfully complete the examinations of Part 1 are awarded the Licentiateship of the British Computer Society and subject to various conditions, are eligible for Associate Membership of the British Computer Society.

Students who successfully complete the three compulsory papers will be awarded a Foundation Certificate.

Students will receive a Record of Achievement for each year in which they pass BCS Examinations.

Part 2
Students who successfully pass the examinations of Part 2 are eligible for Membership of the British Computer Society, through examination, which is a professional qualification of honours degree standard. Success in the Examinations of Part 2 is recognised by the Department of Education and Science for the Honours allowance for teachers and for lectureships in DIT and the Regional Institutes of Technology.

Progression to senior positions in the computer industry.

Career Opportunities:
Further Information:
Location:
School of Mathematics, Statistics and Computer Science.
Tel: 01 402 4610
DIT Kevin Street.
TECHNICIAN CERTIFICATE IN MEDICAL PHYSICS AND PHYSIOLOGICAL MEASUREMENT

This is a course for those who work in Medical Physics or who are engaged in aspects of Physiological Measurement or Bio-engineering. It is of interest to those working in hospitals, research and certain types of veterinary, pharmaceutical and agricultural work. Applicants must be working in an appropriate area to be considered for admission to this course.


Pass in English, pass in Mathematics (or Applied Mathematics) and pass in three other subjects in the Irish Leaving Certificate Examination or an equivalent qualification.

Two years with lectures on Saturdays and project work each summer.

Application forms should be sent directly to Mr. P. G. Goodman, School of Physics, to arrive not later than Friday 17th September 1999.

£460 (€584)

The course comprises 12 taught modules per year with an examination in each module together with project work.

Graduates of this course are eligible for the award of Technician Certificate in Medical Physics and Physiological Measurement of Dublin Institute of Technology with grade of Pass, Merit or Distinction as appropriate.

The Certificate is a major help towards career advancement in the health service.

Mr. P. G. Goodman, School of Physics.
Tel: 01 402 4782
E-mail: pat.goodman@dit.ie
DIT Kevin Street.
K291

DIPLOMA IN CHEMISTRY/LRSC

Description: This course is designed to meet the needs of students with a Certificate in Chemistry or equivalent who wish to upgrade their qualifications and obtain a Diploma in Chemistry and Licentiateship of the Royal Society of Chemistry on a part-time basis.

Content: Inorganic, Organic and Physical Chemistry with a strong emphasis on the analytical component of each area. College examinations take place at the end of year two. The first and second year of the course are offered on alternate years. The first year of the course will run in 1999/2000.

Entry Requirements: The minimum requirement for entry to the part-time course is one of the following:

(1) A National Council for Education Awards (NCEA) Certificate (two years full-time or equivalent) in Chemistry or an allied discipline where the major component of the course is chemistry.

or

(2) any equivalent qualification, as determined by the Institute in conjunction with the Royal Society of Chemistry.

or

(3) An exemption may be made for students of advanced standing who have worked in the chemical industry for a number of years and demonstrate a knowledge of chemistry and practical procedures. This will normally be assessed at interview.

A student must take two years of the part-time course. Applicants may be required to attend a selection interview.

Duration: Two years. All day Friday, plus two evenings per week.

How to Apply/Enrol: Postal applications should be sent directly to Dr. Patricia Ennis, School of Chemistry. Recruitment occurs every alternate year. The next recruitment will take place in June 1999.

Course Fee: £450 (€571) per year.

Examinations: Diploma/LRSC in Chemistry.

Award: Those who successfully complete this course are eligible for the following Awards:

Diploma in Chemistry
Licentiateship of the Royal Society of Chemistry.

Career Opportunities: Graduates are eligible to proceed to the honours degree programme BSc Chemical Sciences (K292) on a part-time basis or (DT299) on a full-time basis.

Further Information: Dr. Patricia Ennis,
School of Chemistry.
Tel: 01 402 4780
Fax: 01 402 4989
Email: pmennis@dit.ie

Location: DIT Kevin Street.
BSc(CHEMICAL SCIENCES)/GRSC

The aim of this course is to provide a pathway for graduates with pass degree or LRSC standard qualifications to proceed to an honours degree qualification and so be eligible for the professional award of Graduateship of the Royal Society of Chemistry.

Inorganic Chemistry
Organic Chemistry
Physical Chemistry
Analytical Chemistry
Chemical Technology

These modules are covered over the first four terms. In the fifth term each student undertakes a research/development project.

(i) Technician Diploma in Applied Science (Chemistry) of Dublin Institute of Technology with Merit I or Distinction or
(ii) a merit level achievement in a General Degree Programme from a recognised university, having chemistry as a final year subject or
(iii) a pass degree from a recognised university having chemistry as a final year subject followed by at least one year of relevant experience in a chemical or related industry or
(iv) Technician Diploma in Applied Science (Chemistry) of Dublin Institute of Technology (Merit II) followed by at least one year of relevant experience in a chemical or related industry or
(v) the Licentiateship of the Royal Society of Chemistry (LRSC) achieved through examination or
(vi) the GRSC (Part 1) and GRSC Practical with examination or
(vii) the HNC/D and Certificate in Applied Chemistry (CAC) with appropriate bridging studies where required.

Five terms part-time (two years). The programme may also be taken on a full-time basis over three semesters (Ref: DT299).

Application forms should be sent directly to: The Secretary, School of Chemistry, DIT Kevin Street, Dublin 8. Recruitment of part-time students occurs every alternate year. The next such recruitment will take place in June 1999.

£450 (£571) per annum.

Degree, BSc(Chemical Sciences).
Award: BSc in Chemical Sciences of Dublin Institute of Technology, with honours classification. Those who obtain at least second class honours will be awarded the Graduateship of the Royal Society of Chemistry on application to the RSC.

Career Opportunities: Graduates are eligible to apply for MSc and PhD Programmes at universities and research institutes throughout Europe and America. They may also decide to enter directly into the wide-ranging chemical industry. Many graduates hold senior positions in industry in Ireland and abroad.

Further Information: D.M.B. Foley, School of Chemistry. Tel: 01 402 4645 Fax: 01 402 4989 E-mail: bmfoley@dit.ie

Location: DIT Kevin Street.
## Part-Time Courses in the Faculty of Tourism and Food

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### Part-Time Courses in the Faculty of Tourism and Food

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SUPERVISORY MANAGEMENT

Description: A two year part-time evening course to develop and provide further education for supervisors and potential supervisors in the hotel and catering industry.

Content: **First Year**
- Principles of Supervision, Accounting,
- Food Hygiene, Nutrition, Communications,
- Computer Applications.

**Second Year**
- Human Resource Management, Quantitative Methods, Accounting,

Entry Requirements: At least four years experience in the industry and/or relevant courses e.g. NTCB or City and Guilds. This course is designed for individuals currently engaged in or contemplating supervisory positions in the hotel and catering industry.

Duration: Two years, two evenings per week (6-9 pm).

How to Apply/Enrol: An application form is included with this publication. Completed application forms must be returned before Monday 23 August 1995 to:
- The Secretary,
- School of Hotel, Tourism and Catering Management,
- DIT Cathal Brugha Street,
- Dublin 1.
- Tel: 01 402 4352  Fax: 01 402 4496

Late applications will be considered where vacancies exist.
Enrolment will commence in September.

Course Fee: £431 (€547) per annum (including examination fee).

Examinations: Examinations will be a combination of continuous assessment and terminal examinations.

Award: Certificate in Supervisory Management.

Career Opportunities: This programme will provide the necessary education and training to effectively supervise diverse hotel and catering operations.

Further Information: Ms Clare Johnson,
- School of Hotel, Tourism and Catering Management,
- Tel: 01 402 4440  Fax: 01 402 4496

Location: DIT Cathal Brugha Street.
QUALITY MANAGEMENT IN THE HOSPITALITY INDUSTRY

The aim of this course is to provide participants with a clear understanding of the principles and practices of quality management in the hospitality industry. Current quality systems will be studied including ISO9000, the Q mark, HACCP and Total Quality Management. The development of skills in the identification, analysis and solution to quality problems and the importance of taking an integrated approach to improving quality will be examined.

Concepts of quality; evaluation of quality control; quality assurance and the total quality approach; role of management in achieving quality; introducing quality into your business; quality systems — ISO9000, Q mark, Michelin Star, HACCP.

The course will also include a number of case studies on organisations who successfully implemented quality systems (and also some who failed!).

Participants will complete a number of exercises in relation to quality in their own operations.

Course participants will have experience in the management of hospitality enterprises.

If you wish to improve the quality of your hospitality business this course will appeal to you. The course is designed for managers, supervisors and owners of hospitality businesses e.g. hotels, restaurants, contract catering, institutional catering, hospital catering.

One night a week for 12 weeks (2 hours). Classes take place in term two commencing January 2000.

Applications for admission must be made to:
The Secretary,
School of Hospitality Management and Tourism,
Dublin Institute of Technology,
Cathal Brugha Street,
Dublin 1.
Tel: 01 402 4352 Fax: 01 402 4496

An application form is included with this publication. Please return completed forms to the School/Department above before Monday 3rd January 2000. Places on this course are allocated in order of enrolment.

£140 (€177)
Examinations: Examinations will be on the basis of continuous assessment and a terminal examination.

Award: Certificate of Attendance. This course is currently being assessed for a Dublin Institute of Technology short course certificate.

Career Opportunities: This programme is aimed at enhancing existing skills and expertise.

Further Information: Ms. Phil Hanlon, School of Hospitality Management and Tourism, Tel: 01 402 4473 Fax: 01 402 4496 e-mail: phil.hanlon@dit.ie

Location: DIT Cathal Brugha Street.
MANAGING CUSTOMER AND CLIENT RELATIONS – A MARKETING APPROACH

This course will introduce participants to marketing of food service operations. It takes a practical approach to the use of various marketing strategies in the hospitality industry. A range of techniques will be presented for increasing sales, profit and repeat business. Marketing is equally relevant whether an enterprise is operated for profit e.g. hotels, or as a service to clients, e.g. institutional catering. This course will examine a wide range of issues pertinent to both sectors.

The role of marketing in the food service industry; marketing of profit and non-profit organisations; marketing mix in the food service industry; knowing your customer; factors which influence your customer; techniques to increase sales and profit; improving business image; researching customer needs; menu as a marketing tool; TQM and marketing.

Course participants will have experience in the management of hospitality enterprises. The course is designed for managers, supervisors and owners of hospitality businesses e.g. hotels, restaurants, contract catering, institutional catering, hospital catering.

One night a week for 12 weeks (two hours). Classes take place in term one, commencing September 1999. The course will be repeated in term two if there is sufficient demand.

Applications for admission must be made to:
The Secretary,
School of Hospitality Management and Tourism,
Dublin Institute of Technology,
Cathal Brugha Street,
Dublin 1.
Tel: 01 402 4352 Fax: 01 402 4496

An application form is included with this publication. Please return completed forms to the School/Department above before 31st August 1999. Places will be allocated in order of enrolment.

£140 (€177)

Examinations will be on the basis of continuous assessment and a terminal examination.
Award: Certificate of Attendance.
This course is currently being assessed for a Dublin Institute of Technology short course certificate.

Career Opportunities: This programme is aimed at enhancing existing skills and expertise.

Further Information: Ms. Phil Hanlon, School of Hospitality Management and Tourism. Tel: 01 402 4473 Fax: 01 402 4496 e-mail: phil.hanlon@dit.ie

Location: DIT Cathal Brugha Street.
USING SPREADSHEETS IN FOOD AND BEVERAGE MANAGEMENT

This is an intensive course in spreadsheets aimed at people working in food and beverage management. It is designed to give participants an in-depth knowledge of how to apply spreadsheets to problems in the food and beverage area. The course is taught in the computer laboratory and is focussed on providing hands-on experience of using spreadsheets as tools to solve practical problems.

Introduction to spreadsheets; using formulas and functions; spreadsheet layout and design; charts and graphs; introduction to macros; using multiple worksheets.

Microsoft Excel for Windows will be used throughout the course.

A background at management/supervisory level in the hotel and catering industry is required. The course is designed for individuals currently at management/supervisory level in the hotel and catering industry. Participants must have a basic knowledge of computers and a high level of commitment.

One night per week for 12 weeks (2 hours per week). Classes will take place in term two, commencing January 2000.

Applications for admission must be made to:
The Secretary,
School of Hospitality Management and Tourism,
DIT Cathal Brugha St., Dublin 1.
Tel: 01 402 4352 Fax: 01 402 4496

An application form is included with this publication. Completed application forms must be returned to the School/Department above before January 3rd 2000. Places will be allocated in order of enrolment.

Attendance will be on a part-time basis, 12 weeks at 2 hours per week, or on block release depending on demand.

£172 (£218)

Examination will be on the basis of continuous assessment.

A Certificate of Attendance. This course is currently being assessed for a Dublin Institute of Technology short course certificate.

This programme will provide additional expertise to individuals employed in the food and beverage industry.

Ms. Phil Hanlon.
School of Hospitality Management and Tourism.
Tel: 01 402 4473 Fax: 01 402 4496
E-mail: phil.hanlon@dit.ie

DIT Cathal Brugha Street.
C413 HOTEL MANAGEMENT (I.H.C.I)

Description: This is a three year day release programme in hotel and catering management. It is aimed at complementing the practical experience gained by individuals working in the industry with an academic focus in college. It is designed to prepare students for the examinations of the Irish Hotel and Catering Institute.

Content: First Year
Accounting; Management; Economics; Communication; Quantitative Methods.

Second Year
Accounting; Management; Economics; Computer Applications; Marketing; Languages; Hospitality; Health and Safety.

Third Year
Accounting/Financial Management; Marketing; Law; Human Resource Management; Languages.

Entry Requirements: Leaving Certificate or equivalent. In addition applicants must be employed as trainee managers within the hotel industry.

Duration: 3 years, 1 day per week – approximately 8 hours per week.

How to Apply/Enrol:
Application for admission must be made to:
Irish Hotel and Catering Institute,
Mespil House,
Sussex Road,
Dublin 4.
Tel: 01 668 8278

Enrolment will commence in September.

Course Fee: £431 (€547) per annum, including examination fee.

Examinations: Examinations will be a combination of continuous assessment and terminal examinations.

Award: Membership of the Irish Hotel and Catering Institute.

Career Opportunities: This programme should lead to career paths at management/supervisory level in the hospitality industry.

Further Information: Mr. D. O’Donoghue,
School of Hospitality Management and Tourism.
Tel: 01 878 8721 Fax: 01 402 4496

Location: DIT Cathal Brugha Street.
FOOD AND BEVERAGE CONTROL

This is an in-depth course for people working in food and beverage management in hotels, restaurants and other catering organisations. It is designed to give participants a comprehensive knowledge of control methods and procedures. It places considerable emphasis on the use of both spreadsheets and dedicated food and beverage computer packages to assist the control process.

The food and beverage control processes; databases; purchasing procedures; stock management and control; sales analysis; labour cost control; food and beverage management technology.

A background at management level in the hotel and catering industry is required. The course is designed for individuals currently employed in the hotel and catering industry who wish to gain particular expertise in the food and beverage control area. It is desirable that participants have a basic knowledge of computer spreadsheets.

One night per week (2 hrs.) for 12 weeks. Classes will take place in term two commencing in January 2000.

Applications for admission must be made to:
The Secretary, School of Hospitality Management and Tourism, DIT Cathal Brugha St., Dublin 1. Tel: 01 402 4352 Fax: 01 402 4496

An application form is included with this publication. Completed application forms must be returned to the School/Department above before January 3rd 2000. Places will be allocated in order of enrolment, subject to suitability.

€140 (£177)

Examination will be on the basis of continuous assessment.

Certificate of Attendance. This course is currently being assessed for a Dublin Institute of Technology short course certificate.

This programme should lead to enhanced career paths in the area of food and beverage control.

Ms. Phil Hanlon, School of Hospitality Management and Tourism. Tel: 01 402 4473 Fax: 01 402 4496 e-mail: phil.hanlon@dit.ie

DIT Cathal Brugha Street.
INFORMATION TECHNOLOGY FOR THE HOSPITALITY INDUSTRY

Description: This course is designed to give participants a broad understanding of the role of information technology in the hospitality industry. A wide range of technological issues, from electronics to telecommunications will be addressed, but the primary focus will be on the use of computer technology to assist in hospitality management and operations. Participants will have ample opportunity to gain 'hands-on' experience of the most current industry technology available.

Content: The role of computerisation in hospitality; Reservations systems; Front Office systems; Food and Beverage management systems; The role of general purpose computer applications in hospitality management; The role of communications technology; The Internet and Electronic Commerce; Selecting an appropriate system.

Entry Requirements: A background at management/supervisory level in the hotel/catering industry is required. No prior knowledge of computers is needed.

This programme is of particular interest to individuals in the Hospitality Industry who wish to gain knowledge in the areas of technological aspects of the industry, in particular people engaged in front office, food and beverage, and control within the hospitality industry.

Duration: One night per week (2 hrs.) for 12 weeks. Classes will take place in term one commencing in September 1999 or in term two commencing February 2000 subject to demand.

How to Apply/Enrol: Application for admission must be made to:
The Secretary, School of Hospitality Management and Tourism, DIT Cathal Brugha St., Dublin 1.
Tel: 01 402 4352 Fax: 01 402 4496

An application form is included with this publication. Completed application forms must be returned to the School above before August 31st 1999 for September 1999 course and before January 3rd 2000 for February 2000 course. Places will be allocated in order of enrolment.

Course Fee: £140 (€177)

Examinations: Examination will be on the basis of continuous assessment.
Certificate of Attendance. This course is currently being assessed for a Dublin Institute of Technology short course certificate.

This programme is aimed at enhancing existing skills and expertise.

Ms. Phil Hanlon,
School of Hospitality Management and Tourism.
Tel: 01 402 4473  Fax: 01 402 4496
e-mail: phil.hanlon@dit.ie

DIT Cathal Brugha Street.
THE EFFECTIVE MANAGER

Description: This course is designed to provide an opportunity for experienced managers/supervisors to reflect on their approach to management. The aim of the course is to assist participants to develop a greater awareness of their own management style and become more effective in their management of people. The course will be delivered in a workshop format, incorporating both theory and practical exercises. A number of self-assessment exercises on management will be used.

Content: The areas to be covered will include:
- Improving personal effectiveness
- How people operate in groups, and effective management of groups
- Team building - identifying your team style
- Assessing your leadership style
- The manager as a facilitator
- Current management issues.

Entry Requirements: Course participants will have experience in the management of hotel or catering enterprises.
This programme is of interest to individuals who wish to develop a management expertise in the area of people skills.

Duration: One night per week (6pm - 8pm) for 12 weeks. Classes will take place in term two commencing February 2000.

How to Apply/Enrol: Application for admission must be made to:
The Secretary,
School of Hospitality Management and Tourism,
DIT Cathal Brugha St., Dublin 1.
Tel: 01 402 4352 Fax: 01 402 4496

An application form is included with this publication. Completed application forms must be returned to the School/Department above before 3rd January 2000.

Enrolment will commence in January 2000.

Course Fee: £140 (£177)
Examinations: Examinations will be on the basis of continuous assessment and a terminal examination.

Award: The Effective Manager – short course certificate of Dublin Institute of Technology

Career Opportunities: This programme is aimed at enhancing existing skills and expertise.

Further Information: Ms. Phil Hanlon,
School of Hospitality Management and Tourism.
Tel: 01 402 4473 Fax: 01 402 4496
e-mail: phil.hanlon@dit.ie

Location: DIT Cathal Brugha Street.
DIPLOMA IN HOTEL AND CATERING MANAGEMENT (PART-TIME)

This course is designed to provide a broad education for those who wish to pursue a career in management in the hotel and catering industry. This diploma programme offers majors in the third year of the course enabling the student to develop a specialism in one of the following areas: Food and Beverage Management, Front Office and Accommodation Management, Conference and Leisure Management.

First Year
Management, Accounting, Economics, Communications and Customer Care, Computer Applications, Front Office and Accommodation Management, Quantitative Methods, Hospitality, Health and Safety Management, Food and Beverage Management.

Second Year

Special arrangements concerning languages may be made in term two of year two.

Third Year

Major (select one): Front Office and Accommodation Management; Food and Beverage Management; Conference and Leisure Management.

Leaving Certificate or equivalent with Grade D3 or higher on ordinary papers in at least five subjects including English or Irish, Mathematics and either French or German and substantial experience in the hospitality industry.

The Institute will consider applications from mature students (aged 23 and over) who do not hold the appropriate minimum entry requirements and who have substantial experience in the hospitality industry.

The final selection of candidates for places on the course will be made on the basis of Leaving Certificate results (or equivalent) and experience in the hospitality industry. Places may be offered to mature students who meet certain criteria in respect of age, suitability and experience to date in the hospitality industry. Transferees from other courses will also be considered. Interviews will be used in the selection process. Exemptions may be given in specific subject areas having regard to the year of the programme, on a case by case basis.
Duration: This course will be offered over three years on a part-time basis. It will be structured on the basis of three evenings a week from September to May each year, and from 5.30pm to 9.30pm (approx.). In the final year a fourth night may be specified. Some additional times such as Saturdays may be scheduled to ensure all course content is completed.

How to Apply/Enrol: Applications for admission must be made to: The Secretary, School of Hospitality Management and Tourism, DIT Cathal Brugha St., Dublin 1. Tel: 01 402 4352 Fax: 01 402 4496

All applicants will be interviewed. Attendance will be on a part-time basis, structured on approximately three evenings a week (5.30 pm - 9.30 pm). In the final year a fourth evening may be specified to complete course content. Enrolment will commence in September and will extend to approximately 30 candidates.

Course Fee: £131 (€547) per annum including examination fee.

Examinations: Examinations will be a combination of continuous assessment and terminal examinations.

Award: Diploma in Hotel and Catering Management of Dublin Institute of Technology. Graduates also qualify for membership of the Irish Hotel and Catering Institute and membership of the Catering Managers Association of Ireland.

Career Opportunities: This programme will provide the necessary education and training to effectively and efficiently manage diverse hotel and catering organisations. Such operations include:
- Hotels
- Restaurants
- Industrial Catering Enterprises
- Contract Catering
- Transport Catering
- Accommodation Enterprises
- Self-Employment

Further Information: Mr Marc McDonald Tel: 01 402 4462 Fax: 01 402 4496
or
Mr Noel O’Connor Tel: 01 402 4354 Fax: 01 402 4496
School of Hospitality Management and Tourism.

Location: DIT Cathal Brugha Street.
MSc IN HOSPITALITY MANAGEMENT
(PART-TIME)

This is the first such programme in the Republic of Ireland. The School of Hospitality Management and Tourism is Ireland’s leading centre for hospitality management education. It has consistently provided challenging, dynamic and innovative programmes in hospitality management. This programme is aimed at professional managers who wish to develop a strategic perspective while developing their management practice. It provides a challenging curriculum, which offers the participant the opportunity to interact with leading academics, experts from the national and international hospitality sector and peers from within the student body.

There will be a focus on the development of interpersonal skills to prepare participants for leadership and effective communication central to management in the hospitality sector. The course reflects an international dimension essential for management responding to an increasingly competitive and complex global business environment.

Research methods, strategic hospitality marketing, hospitality financial management, international human resource management, intercultural studies, information technology for the hospitality industry, tourism policy, strategic hospitality management, international hospitality law, property asset management, management science for the hospitality industry, integrated management simulation. Participants will also complete an executive mentorship (two weeks) and a dissertation.

Applicants should possess an undergraduate degree in hospitality management or a related degree at honours classification or equivalent and a minimum of three years experience in the hospitality industry. In addition, applicants will be required to complete an admission interview.

Two years part-time.

Application forms are available from the Office of Graduate Studies and Research, Dublin Institute of Technology, Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2, Ireland.
Tel: 353-1-402 3400 Fax: 353-1-402 3393
Email: postgraduate@dit.ie
Web: http://www.dit.ie/ditweb/.
Completed forms should be returned to the Office of Graduate Studies and Research not later than 31 July 1999. Late applications may be considered.

Course Fee: £1,750 (€2222) per annum.

Award: Graduates of the course are eligible for the award of Masters Degree in Hospitality Management of Dublin Institute of Technology.

Career Opportunities: This programme will enhance promotional opportunities and lead to the development of management skills to middle and senior management positions.

Further Information: Mr Dominic Dillane, School of Hospitality Management and Tourism, Faculty of Tourism and Food, Dublin Institute of Technology, Cathal Brugha Street, Dublin 1, Ireland. Tel: 353-1-402 4391/353-1-402 4352 Fax: 353-1-402 4496 Email: ddillane@dit.ie or Office of Graduate Studies and Research, Dublin Institute of Technology, Fitzwilliam House, 30 Upper Pembroke Street, Dublin 2, Ireland. Tel: 353-1-402 3400 Fax: 353-1-402 3393 Email: postgraduate@dit.ie Web: http://www.dit.ie/ditweb/.

Location: DIT Cathal Brugha Street.
FOOD AND BEVERAGE (INTERMEDIATE) RESTAURANT SERVICE

Description:
This course is intended for practising restaurant food service personnel who have at least two years experience in the Hotel and Catering industry and wish to follow a course of study relevant to their career and to obtain certification.

Content:
Hospitality; restaurant service; bar operations and wine studies; advanced food service skills; restaurant law; restaurant/information technology; organisation and supervision of restaurants; French; behavioural studies and other related subjects.

Entry Requirements:
Candidates must be in employment in the Catering Industry and have two years relevant experience. Candidates will be required to attend for interview.

Duration:
One day per week for two years.

How to Apply/Enrol:
Application forms are available from DIT, Cathal Brugha Street. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999. Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment takes place in September.

Course Fee:
None.

Examinations:
Practicals and written papers as stipulated by the National Tourism Certification Board (NTCB).

Award:
Certificate in Food and Beverage Service (Intermediate).

Career Opportunities:
Graduates of this course find opportunities for promotion to senior positions in restaurants. They may also apply for further and advanced training programmes and certification in related food and service disciplines.

Course Tutor: Mr. Tony Conlon,
School of Hotel and Catering Operations.
Tel: 01 402 4344
DIT Cathal Brugha Street.
APPRENTICE CHEFS (DAY RELEASE)

Description: This course is offered for chef apprentices in the hotel and catering industry, including hospitals, prisons, nursing homes and other places where professional catering services are provided.

Content: Part 1. This stage extends over one and a half years. Food Preparation, (kitchen, larder and pastry), Theory of Food, Food Costing and Control, Hygiene/Safety, Nutrition, Menu/Culinary French, and Theory of Catering/Food.

A person who has completed this course may be eligible to enter for the National Tourism Certification Board (NTCB) Certificate.

Part 2. This stage extends over one and a half years and is intended for students who have successfully completed Part 1 and have satisfied the requirements of their apprenticeship.

Selection for the course will be made on the basis of:
(i) employer's recommendation
(ii) experience in industry.
Preference will be given to candidates who have applied before. Candidates may be called for interview.

Entry Requirements: Three years – one day per week.

How to Apply/Enrol: An application form is available directly from Crumlin College (Tel: 01 454 0662). Completed application forms must be returned to Crumlin College, Crumlin Road, Dublin 12 before Friday, 27th August 1999.

Candidates should include two photographs and a stamped addressed envelope with completed application forms.

Enrolment will take place in the third week of September each year. (Part 1 applicants enrol at Crumlin College).

Course Fee: None.

Examinations: Practical, written and project work as stipulated by the National Tourism Certification Board (NTCB).

Award: Certificate in Professional Cookery (NTCB).

Career Opportunities: Graduates of this course will find employment as chefs in hotels, restaurants and other establishments offering catering facilities. Graduates may also apply for advanced and further training courses and certification.

Further Information: Mr. M.J. Erraught, Head of Apprenticeship, School of Hotel and Catering Operations. Tel: 01 402 4344

Location: DIT Cathal Brugha Street.
APPRENTICE RESTAURANT SERVICE

This course is intended for persons seeking to begin a career in restaurant food service in the hotel and catering industry and who wish to enhance their skills and gain formal qualifications.

- Food and Beverage Service, Alcoholic and Non-Alcoholic Beverages (Sales and Service), Billing and Payment, Hospitality Skills, Communications, Hygiene and Safety.

Selection for the course will be made on the basis of:
- (i) experience in restaurant industry
- (ii) recommendation of employer.

One day per week for two years.

An application form is available from DIT, Cathal Brugha Street. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms.

Enrolment will take place in September.

None.

Practical and written papers as stipulated by National Tourism Certification Board (NTCB).

Certificate in Food and Beverage Service.

Graduates of this course find employment as food service (restaurant) personnel in hotels, restaurants and catering operations. Graduates may also apply for further and advanced training programmes and certification.

School of Hotel and Catering Operations.
Tel: 01 402 4344

DIT Cathal Brugha Street.
ADVANCED KITCHEN MODULAR PROGRAMME

The School of Hotel and Catering Operations offers six modules from this programme: Larder, Pastry, Fish and Sauce (combined), Ethnic Cookery and Kitchen Management.

ADVANCED KITCHEN MODULAR PROGRAMME (LARDER)

Description: This course is designed for practising chefs who wish to acquire specialist professional skills in advanced larder techniques.

Content: Advanced larder principles and techniques, cold and hot buffet display, preparation and use of raw, semi-processed and fully-processed materials, cost and quality specifications, creative artistry in material usage, developments and trends.

Entry Requirements: This course is designed for practising chefs who have post-apprenticeship experience in the hotel and catering industry. Candidates must have passed the Dublin Institute of Technology Certificate in Culinary Arts, NTCB Certificate in Professional Cookery or City and Guilds 706/2, or equivalent, together with appropriate professional experience. Applicants will be required to attend for interview.

Duration: One year, one day per week (7 hours).

How to Apply/Enrol: An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment will take place in September.

Course Fee: £440 (€558) including examination fee.

Examinations: Practical, written and a project.

Award: Certificate in Advanced Kitchen (Larder).

Career Opportunities: Graduates of this course may find opportunities for promotion to senior positions in the catering industry. Graduates may also apply for further and advanced training programmes and certification in related culinary disciplines.

Further Information: Mr. Dermot Geraghty,
Course Tutor,
School of Hotel and Catering Operations.
Tel: 01 402 4344

Location: DIT Cathal Brugha Street.
ADVANCED KITCHEN MODULAR PROGRAMME (PAstry)

This course is designed for practising chefs who wish to acquire specialist professional skills in pastry work.


This course is designed for practising chefs who have post apprenticeship experience in the Hotel and Catering industry. Applicants will be required to attend for interview. Candidates must have passed the Dublin Institute of Technology Culinary Arts Certificate, NTCB Certificate in Professional Cooking or City and Guilds of London Institute 706/2 or equivalent.

One year, one day per week (8 hours).

An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

 Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment will take place in September.

£440 (€558) including examination fee.

Practical, written and a project.

Certificate in Advanced Kitchen (Pastry).

Graduates of this course may find opportunities for promotion to senior positions in the catering industry. They may also apply for further and advanced training courses and certification in related culinary disciplines.

Mr. John Clancy, Course Tutor. Tel: 01 402 4344
Mr. Tony Campbell, Course Tutor. Tel: 01 402 4344
School of Hotel and Catering Operations.
DIT Cathal Brugha Street.
C451

ADVANCED KITCHEN MODULAR PROGRAMME
(FISH AND SAUCE)

Description: This part-time course is for chefs wishing to specialise in Fish and Sauce Cookery.

Content: Classical and modern fish and sauce preparation, use of stocks, sauces, herbs and spices, quality and cost considerations, finishing and presentation, future trends and developments.

Entry Requirements: This course is intended for practising chefs who have post-apprenticeship experience in the Hotel and Catering industry. Candidates must have passed the Dublin Institute of Technology Culinary Arts Certificate, NTCB Certificate in Professional Cookery, City and Guilds 706/2 or equivalent, together with appropriate professional experience.

Applications will be required to attend for interview.

Duration: One year – one day per week.

How to Apply/Enrol: An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment will take place in September.

Course Fee: £500 (£634) including examination fee.

Examinations: Practical, written and a project.

Award: Certificate in Advanced Kitchen (Fish and Sauce).

Career Opportunities: Graduates of this course may find opportunities for promotion to senior positions in the catering industry. They may also apply for further advanced training programmes and certification in related culinary disciplines.

Further Information: Mr Jim Bowe,
Course Tutor,
School of Hotel and Catering Operations.
Tel: 01 402 4344

Location: DIT Cathal Brugha Street.
ADVANCED KITCHEN MODULAR PROGRAMME
(ETHNIC COOKERY)

This advanced course is designed to provide education and training for chefs who seek to improve their skills and knowledge in Advanced Ethnic Cookery.

This course will enable participants to acquire a deep understanding of the principles and practices of a range of ethnic cookery styles which include the following:
Italian, Japanese, Irish, Chinese, Indian, Special Diet and Vegetarian.

Candidates should have the Dublin Institute of Technology Certificate in Culinary Arts, NTCB Certificate in Professional Cookery, City and Guilds of London 706/2 or an equivalent professional qualification.

One day per week for twelve weeks.

An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment will take place in September.

£232 (£294) including examination fee.

Practical, written and a project.

Certificate in Advanced Kitchen (Ethnic Cookery).

Graduates of this course may find opportunities for promotion to senior positions in the catering industry. They may also apply for further and advanced training programmes and certification in related culinary disciplines.

Mr Jim Bowe,
Course Tutor.
School of Hotel and Catering Operations.
Tel: 01 402 4344

DIT Cathal Brugha Street.
C453 ADVANCED KITCHEN MODULAR PROGRAMME (KITCHEN MANAGEMENT)

Description: This course is designed to provide an understanding of the principles and practices of management in kitchen and related catering organisations.


Entry Requirements: Candidates should have the Dublin Institute of Technology Certificate in Culinary Arts, Dublin Institute of Technology Certificate in Hotel and Catering Supervision, NTCB Certificate in Professional Cookery, City and Guilds 706/2 Certificates or an equivalent qualification. Applicants will be required to attend for interview. Candidates should have a high level of cookery skills and wish to pursue a career in kitchen and restaurant management.

Duration: One day per week for ten weeks or two one-week blocks.

How to Apply/Enrol: An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applications should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment will take place in September.

Course Fee: £232 (€294) including examination fee.

Examinations: Written and project work.

Award: Certificate in Advanced Kitchen (Management).

Career Opportunities: Graduates of this course may find opportunities for promotion to supervisory and management positions in the catering industry. They may also apply for further and advanced training programmes and certification in related culinary disciplines.

Further Information: Mr Patrick Keys, Course Tutor, School of Hotel and Catering Operations, Tel: 01 402 4344

Location: DIT Cathal Brugha Street.
SKILLS DEVELOPMENT FOR COOKS (PART 1)

This course is designed for those who are engaged in cooking as a career, in hotel restaurants and other establishments offering catering facilities and who wish to enhance their skills and gain formal qualification. It is offered in two parts. Part one covers the foundations of cookery and part two develops these skills to a higher level.

Part 1. This course introduces participants to the fundamental concepts, skills and techniques of cookery for the Hotel and Catering Industry. Special emphasis is placed on the study of basic ingredients, theory of cookery, practical cookery principles and procedures.

A person who has completed this course may be eligible to enter for the National Tourism Certification Board (NTCB) Certificate.

SKILLS DEVELOPMENT FOR COOKS (PART 2)

This course is intended for students who have successfully completed Part 1 and wish to develop their skills further.


Part 1: Applicants should be actively engaged in cookery as a career and may be required to attend for interview.

Part 2: Applicants must have successfully completed Part 1.

Part 1: Two evenings per week for one and a half years.
Part 2: Two evenings per week for one and a half years.

An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment will take place in September.

£380 (€182) per annum.

Practical, written and project work as stipulated by the National Tourism Certification Board (NTCB).

The NTCB (National Tourism Certification Board) Certificate in Professional Cookery.
Career Opportunities: Graduates of this course will find employment as chefs in hotels, restaurants and other catering establishments. Graduates may also continue their studies at advanced levels and obtain higher certification.

Further Information:

Part 1
Mr. David O'Connor,
Course Tutor.
Tel: 01 402 4344

Part 2
Mr. John Clancy,
Course Tutor.
Tel: 01 402 4344

Location:
DIT Cathal Brugha Street.
School of Hotel and Catering Operations
BASIC/HIGHER CERTIFICATE IN WINE AND SPIRIT STUDIES

This course is designed for those involved in the sale and service of alcoholic beverages in the hotel, bar, restaurant and catering sector, allowing them to improve their knowledge and skills. It enables participants to update their knowledge of developments in alcoholic and non-alcoholic beverage sales areas.

Product knowledge, preparation and service of wines and spirits, knowledge of quality items with emphasis on service and sales. Selecting, purchasing, storing, development, marketing, selling and service of wines and other alcoholic beverages will be explored. Classes will include demonstrations, practice, and tasting of wines and other drinks, as appropriate.

Preference will be given to those already employed in the industry with an interest in developing their knowledge and expertise. Applicants will be required to attend for interview. Applicants should be actively involved in the hotel, bar and catering industry in the service and sale of wines and spirits.

One evening per week (4 hours) for one year.

An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment takes place in September.

Basic course £172 (€218), Advanced course £234 (€297).

Practical written and project work as stipulated by the Wine and Spirit Education Trust.

Certificate in Wine and Spirit Studies.

Graduates of the course will have enhanced skills in the knowledge of sales and service of wines and alcoholic beverages leading to greater career opportunities in restaurants, bars, hotels and catering establishments.

Mr. Albert Mulligan,
Course Tutor,
School of Hotel and Catering Operations.
Tel: 01 402 4344

DiT Cathal Brugha Street.
CONFECTIONERY ART (PASTRY PRODUCTION)

This course is designed for those engaged in Professional Culinary Arts who wish to develop their skills in Pastry Production.

Subjects include: Breads and Bun Dough, Pies and Tarts, Pastries, Gateaux and Torte, Meringue Goods, Cheesecake, Fruit Cake, Mousse, Hot and Cold Sweets, Classical and Modern Desserts.

Preference will be given to:
(1) Those already employed in the industry with an interest in developing their professional knowledge and expertise.
(2) Candidates possessing formal qualifications in professional cookery or culinary arts.
(3) Chefs and those engaged in cooking as a career who wish to increase and expand their skills and knowledge in Pastry Production.

Candidates may be required to attend for interview.

One evening (four hours) per week for one year.

An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment will take place in September.

£265 (€336)

Assessment and Project.

Certificate of Attendance.

Graduates of this course will have enhanced skills in Pastry Production, which is in high demand in hotels, restaurants and catering outlets. Graduates may also apply for further and advanced training courses and certification in related culinary disciplines.

Mr Tony Campbell,
Course Tutor,
School of Hotel and Catering Operations.
Tel: 01 402 4344

DIT Cathal Brugha Street.
CONFECTIONERY ART (SUGAR CRAFT)

This course is designed for those engaged in Culinary Arts as a profession who wish to develop their skills in the confectionery arts, particularly in the specialist area of sugar craft.

Subjects include: Sugar Work, Cake Decoration and Design, Pastillage Skills, Chocolate Work.

Preference will be given to:
(1) Those already employed in the industry with an interest in developing their knowledge and expertise.
(2) Candidates possessing formal qualifications in Professional Cooking, Culinary Arts or Bakery Arts.
(3) Chefs, Bakers and those who wish to increase and expand their skills in the Confectionery Arts.

Candidates may be required to attend for interview.

One evening per week for twenty weeks.

An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment will take place in September.

£265 (€336)

Assessment and project.

Certificate of Attendance.

Graduates of this course will have enhanced skills in the confectionery arts, which are in high demand in hotels, restaurants, bakeries and speciality food shops.

Mr. John Clancy,
Course Tutor,
School of Hotel and Catering Operations.
Tel: 01 402 4344

DIT Cathal Brugha Street.
BAKERY AND DELICATESSEN FOOD PRODUCTION

Description: This course is designed for people who work in bakeries, delicatessens, pubs and coffee shops and who wish to develop a basic knowledge of professional catering.


Entry Requirements:
1. Employers recommendation.
2. Experience in the industry.
Candidates may be called for interview.

Duration: Two evenings per week (seven hours), for one year.

How to Apply/Enrol:
An application form is included with this publication. Completed application forms must be returned to the School/Department below before Friday, 13th August 1999.

Applicants should include two photographs and a stamped addressed envelope with completed application forms. Late applications will be considered where vacancies exist.

Enrolment takes place in September.

Course Fee: £380 (€482)

Examinations: Assessment and project.

Award: Certificate of Attendance.

Career Opportunities: Graduates of this course will have gained knowledge and skills in the preparation and presentation of food suitable for bakery shops, delicatessens, pubs and coffee shops, where there is a growing demand for professional catering services.

Further Information:
Mr. Tony Campbell. Tel: 01 402 4344
Mr. John Clancy. Tel: 01 402 4344
School of Hotel and Catering Operations.

Location: DIT Cathal Brugha Street.
**COMPUTER APPLICATIONS IN ARCHAEOLOGY**

A course designed to provide computer skills for archaeologists and others involved or interested in the practice of archaeology.

Basic computer techniques; Internet and multi-media; Geographical Information Systems; three dimensional modelling; presentation.

An interest in archaeology.

10 weeks, one evening per week.

Enrolment will take place in September and classes are held on Monday evenings.

£120 (€152)

**Certificate of Attendance.**

The completion of the course will enhance the career opportunities of those involved in archaeology, by increasing their understanding and experience of archaeological technology.

Dr. Pat Dargan,
School of Food Science and Environmental Health.
Tel: 01 402 3460
DIT Rathmines House.
**NUTRITION IN FOOD SERVICE**

This course for food service personnel deals with the nature and composition of food, facts and fallacies about the food we eat and the question of balanced meal planning.

**Content:**
- Composition of Food
- Dietary Standards
- Diet and Disease
- Diet and Menu Planning.

**Entry Requirements:**
A background in the food service industry is desirable.

**Duration:**
10 weeks – 2 hours per week.

**How to Apply/Enrol:**
Enrolment will take place in September and classes are held each Monday evening.

**Course Fee:**
€120 (£152)

**Award:**
Certificate of Attendance.

**Career Opportunities:**
Career enhancement.

**Further Information:**
Ms Phil Nicholl,
School of Food Science and Environmental Health,
Tel: 01 878 8721

**Location:**
DIT Cathal Brugha Street.
MICROBIOLOGY AND HYGIENE IN FOOD SERVICE

This course for food service personnel deals with food safety and hygiene in the preparation and presentation of food.

- Food Safety Hazards
- Food Borne Illnesses
- Microbial Ecology of Foods
- Prevention and Control.

A background in the food service industry is desirable.

10 weeks – 2 hours per week.

Enrolment will take place in September and classes are held each Monday evening.

£120 (€152)

Certificate of Attendance.

Career enhancement.

Ms Phil Nicholl,
School of Food Science and Environmental Health.
Tel: 01 878 8721

DIT Cathal Brugha Street.
CONTINUOUS PROFESSIONAL DEVELOPMENT COURSE IN ENVIRONMENTAL HEALTH

Description: This course is designed to meet the professional requirements of practitioners in Environmental Health.

Content: The course operates on a rolling programme basis and includes modules on Food Safety, Environmental Protection, Environmental Health Management and Health and Safety.

Entry Requirements: BSc(Hons) in Environmental Health or equivalent.

Duration: 10 weeks – 3 hours per week.

How to Apply/Enrol: Enrolment will take place in September and classes are held each Monday evening.

Course Fee: €172 (€218)

Award: Certificate of Attendance.

Career Opportunities: Professional development.

Further Information: Mr Seamus Kiely, School of Food Science and Environmental Health. Tel: 01 402 4455

Location: DIT Cathal Brugha Street.
CAKE DESIGN AND DECORATION – ROYAL ICING

This two year course has been designed for students who are interested in developing skills in cake decoration. The course is appropriate as a basis for employment in the industry, for self employment and for full-time and part-time students wishing to enhance their skills.

YEAR 1 – INTERMEDIATE LEVEL
Preparation of Almond Paste and Royal Icing.
Method and technique of applying almond paste to cake.
Method and technique of coating cake of various shapes and textures.
Introduction to and precise use of a range of piping tubes.
Practical skills in use of piping tubes, including piped borders, line work and simple methods of lettering.
Wedding and celebration cake design.
Use of colours and use of colour harmonies.
Introduction to ‘run out sugar’ and its application in Royal Icing designs.
Design and creation of run out collars.

YEAR 2 – ADVANCED LEVEL
Advanced design techniques incorporating fine pipe work.
Appreciation of colour combination and harmonisation.
Preparation of designs and working drawings for ‘run out’ technique.
Advanced techniques of lettering and writing with fine piping tubes.
Technique for full, double and floating collars, side panels and elevated flanges.
Method and techniques of brush embroidery, fine bridge work, lace work, basket work and sugar painting.

Entrants should be employed or seeking employment in the industry, or be a full-time or part-time student of a recognised bakery course.

Two years part-time.

Contact National Bakery School, DIT Kevin Street, Dublin 8.

Course Fee: £265 (€336) per year.

Year one: Assessment. Year two: Practical examination.
Award: National Bakery School Certificate (to be replaced by Dublin Institute of Technology Certificate).

Career Opportunities: Full/part-time employment in the bakery industry, self employment.

Further Information: Derek O'Brien, National Bakery School. Tel: 01 402 4566.

Location: DIT Kevin Street.
CAKE DESIGN AND DECORATION – SUGAR PASTE

This two year course has been designed for students who are interested in developing skills in cake decoration. The course is appropriate as a basis for employment in the industry, for self employment and for full-time and part-time students wishing to enhance their skills.

YEAR 1 – INTERMEDIATE LEVEL

Introduction to and preparation of sugar paste. Knowledge of available convenience products. Method and technique of applying sugar paste to cakes of various shapes and textures. Understanding of sugar paste equipment and its use. Method and technique of bridge work. Practical skills in use of ribbon as a decoration medium and ribbon insertion techniques including crimping and tablecloth design. Use of colours and colour harmonies. Introduction to flounces and lace work. Practical use of crimpers. Introduction to Broderie Anglaise.

YEAR 2 – ADVANCED LEVEL

Preparation of designs and working drawings for sugar paste techniques. Advanced design techniques including smocking, quilling and collage work. Appreciation of colour combination and harmonisation. Advanced techniques of crimper and tablecloth design work. Technique for overskirts or panels, incorporating Broderie Anglaise. Method and techniques of brush embroidery and Nottingham lace designs. Introduction to and application of bass relief and cake design. Entrants should be employed (or seeking employment) in the industry, or be a full-time or part-time student of a recognised bakery course. Two years part-time. Contact National Bakery School, DIT Kevin Street, Dublin 8.

£265 (€336) per year.

Career Opportunities: Full/part-time employment in the bakery industry, self employment.

Further Information: Derek O'Brien, National Bakery School. Tel: 01 402 4566

Location: DIT Kevin Street.
CAKE DESIGN AND DECORATION – SUGAR FLOWERS

This one year course has been designed for students who are interested in developing skills in cake decoration. The course is appropriate as a basis for employment in the industry, for self employment and for full-time and part-time students wishing to enhance their skills.

YEAR 1 – ADVANCED LEVEL

Introduction to and preparation and storage of Flower Paste.
Knowledge of available convenience products.
Method and technique of preparing hand pulled and cutter type flowers.
Understanding of correct method of rolling paste.
Technique of the Mexican Hat method.
Introduction to and application of setting petals and foliage using formers.
Practical skills in use of equipment including cutters, wires, various veiners, moulds and formers.
Use of colours for dusting, air brushing and painting formers.
Pinch and pull method of flower making.

Entrants to this course must have completed the first year of the Cake Design and Decoration course (Royal Icing and/or Sugar Paste), or possess such other qualification as the Institute may deem equivalent.

One year part-time.

Contact National Bakery School,
DIT Kevin Street, Dublin 8.

£265 (€336) per year.

Practical examination.

National Bakery School Certificate (to be replaced by Dublin Institute of Technology Certificate).

Full/part-time employment in the bakery industry, self employment.

Derek O’Brien,
National Bakery School,
Tel: 01 402 4566

DIT Kevin Street.
MEAT MANAGEMENT

Description: Meat accounts for over 50% of agricultural output in this country and given that agriculture accounts for 40% of Ireland's net exports this highlights the importance of the meat industry in this country. The combined retail sales of beef, lamb, pigmeat and poultry is said to be approximately one billion €IR in value. There are an estimated 2050 traditional retail butcher shops, 140 supermarket multiples and 48 domestic wholesalers. Combined, these account for around 8,000 jobs, the majority of which are in the traditional butcher shops.

Content: Meat Technology/Processing/Hygiene Management Law Meat Costing Accounting

Entry Requirements: Dublin Masters Victuallers Association Diploma holders or Managers/Supervisors of retail meat stores/qualified butchers.

Duration: Two years.

How to Apply/Enrol: Students may enrol for the course at DIT Mountjoy Square, from Monday 6th - Thursday 9th and, Monday 13th - Thursday 16th September 1999, 6.00 - 8.00 p.m. Places for this course are allocated in order of enrolment.

Course Fee: £265 (€336) per annum (Fee payable by Bank Giro issued on enrolment). There is an Examination Fee payable to Association of Craft Butchers of Ireland.

Examination: April/May 2000.

Award: Association of Craft Butchers of Ireland Diploma.

Career Opportunities: Management in the sector.

Further Information: Course Co-ordinator. Tel: 01 402 4143

Location: DIT Mountjoy Square.
BAR MANAGEMENT

This course is provided in co-operation with the Licensed Vintners Association to allow holders of their Diploma to develop managerial, personal, supervisory and operational business skills.

The retail licensed trade industry in Ireland comprises approximately 11,019 fully licensed premises, 775 in Dublin (City, County) and 10,244 in the rest of the State. Almost all premises (97.4%) are separate owner-run or family run businesses, the remainder being part of a chain of other licensed premises/hotels.

The aim of this course which is broadly based is to give practical specialist education in Licensed Trade/Bar Management to those who wish to advance their careers in this business. It will provide them with the knowledge on which they can build, by experience, the relevant skills necessary to run a complex licensed trade business profitably and efficiently.

Business Feasibility Study
Marketing and the Publican
Management
Property Acquisition
Sales Promotion
Financial Management
Hygiene

1. Licensed Vintners Association Apprentice Diploma holders
2. Managers/Supervisors in the licensed trade.

Two years.
Attendance: Year 1: Tuesday 9.00 a.m. - 12.00 noon.
Year 2: Wednesday 9.00 a.m. - 12.00 noon.

Students may enrol for the course from 1st September 1999 between 10.00 a.m. - 12.00 noon at DIT Mountjoy Square. Places for this course are allocated in order of enrolment.

£265 (£336) per annum (Fee payable by Bank Giro issued on enrolment). £40 (£50) examination fee to Licensed Vintners Association.

First week of May 2000.

Licensed Vintners Association Bar Management Diploma

Management in the sector.

Course Co-ordinator:
Tel: 01 402 4143
DIT Mountjoy Square.
WINE COURSE

Description: This is a part-time course run in co-operation with the Irish Guild of Sommeliers. The course is divided equally between theory and practical sessions.

The course is intended to give students a good knowledge of the wines of the world. It will show why their favourite wines and other drinks taste different from each other and it will give participants the confidence to broaden their tasting experience. Spirits and Liqueurs will also be covered.

Content:
- Introduction to Wines
- Viniculture and Vinification
- Wine Regions:
  - Europe, Central and Eastern Europe and New World Wines
- Wine Legislation and Labelling
- Types of Wines:
  - Red, White, Rose, Sparkling and Fortified
- Wine Tastings
- Choosing, Storage and Service of Wine
- Spirits and Liqueurs
- Wine Equipment

Entry Requirements: Employees of hotels, restaurants, pubs, clubs, off licence trade and drinks companies.

Duration: 10 weeks. Attendance: Monday 6.15 - 9.15 p.m.

How to Apply/Enrol: Students may enrol for the course at DIT Mountjoy Square from Monday 6th to Thursday 9th and Monday 13th to Thursday 16th of September 1999 (6.00 - 8.00 p.m).

Places on this course are allocated in order of enrolment.

Course Fee: £120 (£152) (Fee payable by Bank Giro issued on enrolment).

Examinations: At the end of each course.

Award: Sommelier Class 1 Certificate, Irish Guild of Sommeliers.

Further Information: Course Co-ordinator.
Tel: 01 402 4143

Location: DIT Mountjoy Square.
MEAT APPRENTICE

This course of training and education for retail meat apprentices is arranged in agreement with the trade organisation.

Course objectives include preparing the student for full and productive participation at all levels of the retail meat trade.

Particular attention is paid to the development of essential traditional skills as well as the techniques associated with a modern, progressive meat business.

**Content:**

- Meat Cutting - Theory and Practice
- Meat - Commodity Knowledge
- Retail Accounts
- Principles of Distribution
- Law
- Hygiene/Safety/Security
- Salesmanship/Display

**Entry Requirements:** Apprentice/Trainee butchers.

**Duration:** Three years.

**Attendance:**

**Year 1:** Mon 9.00 a.m. - 12.00 p.m. or Tues 9.00 a.m. - 12.00 p.m. or Wed 2.00 p.m. - 5.00 p.m.

**Year 2:** Mon 9.00 a.m. - 12.00 p.m. or Tues 2.00 p.m. - 5.00 p.m. or Wed 2.00 p.m. - 5.00 p.m.

**Year 3:** Mon 9.00 a.m. - 1.00 p.m. or Mon 2.00 p.m. - 5.30 p.m.

Students may enrol for the course at DIT Mountjoy Square, from Monday 6th to Thursday 9th and Monday 13th to Thursday 16th of September 1999 from 6.00 a.m. - 8.00 p.m. Places for this course are allocated in order of enrolment.

**Examinations:** There is an examination fee payable to the Dublin Master Victuallers Association.

**Award:** April/May 2000. Dublin Master Victuallers Association Diploma.

**Further Information:**

- Course Co-ordinator: Tel: 01 402 4143
- Location: DIT Mountjoy Square.
APPRENTICE TRAINEE BARTENDER

Description: The course is organised in conjunction with the Licensed Vintners' Association and MANDATE Trade Union to provide training and education for apprentice/trainee bartenders.

The course objective is to give trainees an insight into the practical, technical and commercial running of a licensed premises.

Content:
- Commodities Theory and Practice
- Customer Services Accounting
- Sales Promotion Cash Control
- Law Business Methods
- Personnel Communications
- Hygiene Catering
- Calculations

Entry Requirements: Bar Apprentices/Trainees.

Duration: Two years. Attendance: Year 1: Monday or Wednesday 9.00 a.m.-1.00 p.m. Year 2: Thursday 9.00 a.m.-1.00 p.m.

How to Apply/Enrol: Students may enrol for the course at DIT Mountjoy Square, from Monday 6th to Thursday 9th September 1999 from 10.00 a.m.-12.00 noon each day.

Course Fee: £40 (£50) examination fee payable to the Licensed Vintners' Association.

Examinations: First week of May 2000.

Award: Licensed Vintners' Association Diploma.

Further Information: Course Co-ordinator.
Tel: 01 402 4143

Location: DIT Mountjoy Square.
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APPLICATION FORM - PART-TIME COURSES 1999/2000

SURNAME

FIRST NAMES

PERMANENT HOME ADDRESS

CODE (OFFICE USE)

CORRESPONDENCE ADDRESS (IF DIFFERENT)

HOME TEL. NO.

TEL. NO. (ABOVE ADDRESS)

SEX: MALE (1) FEMALE (2)

DAY MONTH YEAR

NATIONALITY:
**COURSE REQUIRED THIS SESSION**

**COURSE TITLE:**

IF PERMISSIBLE, AND YOU ARE NOT ENROLLING FOR ALL SUBJECTS IN A COURSE, PLEASE LIST THE SUBJECTS REQUIRED:

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**EMPLOYERS NAME AND ADDRESS**

**EMPLOYERS TELEPHONE NO.**

**EMPLOYMENT** (PLEASE TICK)

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**PRESENT JOB TITLE:**

HAVE YOU ATTENDED THIS CENTRE PRIOR TO SESSION 1999/2000  

| YES | NO |

IF YES, PLEASE STATE COURSE TITLE AND SESSION LAST ATTENDED

**COURSE TITLE:** SESSION 19

**OFFICE USE**

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PLEASE COMPLETE REVERSE SIDE OF THIS FORM
### Education

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<th>Highest Qualification Obtained</th>
<th>Subjects/Contents/Grades</th>
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Copies of all relevant qualifications must be enclosed.

### EMPLOYMENT HISTORY *(Please list in chronological order)*

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Please state briefly why you wish to attend this course:

Please use an additional sheet, if necessary, to include other information relevant to your application.

Application Forms should be returned to the relevant School/Department – please refer to course information for closing date and further details.

**Declaration:** I declare that the information given by me on this form is true and accurate. I acknowledge by my signature below that I have read the regulations of the Dublin Institute of Technology and agree to be bound by same.

**STUDENT SIGNATURE:** ___________________________ **DATE:** __________

**ENROLMENT AUTHORISED BY:** ___________________________ **DATE:** __________
The information in this booklet is intended as a guide to persons seeking admission to the Institute and shall not be deemed to constitute a contract between the Institute and an applicant or any third party.

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